



ROANOKE CITY
PUBLIC SCHOOLS
Strong Students. Strong Schools. Strong City.

**ROANOKE CITY COUNCIL
ROANOKE CITY SCHOOL BOARD
MAY 5, 2014**

9:00 A.M.

**CITY COUNCIL CHAMBER
ROOM 450**

AGENDA

NOTICE

This morning meetings and briefings will be televised live and replayed on RVTV Channel 3 on Thursday, May 8 immediately following the 2:00 p.m. session at 7:00 p.m.; and Saturday, May 10 at 4:00 p.m. Council Meetings are offered with closed captioning for the hearing impaired.

1. Call to Order -- Roll Call.

- City Council
- School Board

2. Welcome and Opening Remarks.

- Mayor David A. Bowers
- Chairman Todd A. Putney

3. School Board Items for Discussion:

- Roundhill Elementary School Project Budget
- Patrick Henry High School Football Stadium Turf
- Re-Examining of the current proffered conditions on Patrick Henry High School property
- Pre-K Initiatives
- Efforts in Nutrition
- Equity Score Card
- Community College Access Program Data Collection

5. Comments by Council/School Board Trustees.

6. Recess/Adjourn.

THE COUNCIL MEETING WILL RECONVENE TO CONSIDER THE FOLLOWING AGENDA ITEMS:

A communication from Mayor David A. Bowers requesting that Council convene in a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended. A list of current vacancies is included with the agenda for this meeting.

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A communication from Council Member Anita J. Price, Chair, City Council Personnel Committee requesting that Council convene in a Closed Meeting to discuss a personnel matter, being the resignation of the Director of Finance and the process to fill the position, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

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A communication from the City Manager requesting that Council convene in a Closed Meeting to discuss the disposition of publicly-owned property located at 120 Church Avenue, S. E., where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3), Code of Virginia (1950), as amended.

P 13

A communication from the City Manager requesting that Council convene a Closed Meeting to discuss the disposition of publicly-owned property located at 209 Henry Street, N. W., and 24 Wells Avenue, N. W. where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3), Code of Virginia (1950), as amended.

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A communication from the City Manager requesting that Council convene a closed meeting to discuss the disposition of publicly-owned property bounded by Henry Street, N. W., Loudon Avenue, N. W., Wells Avenue, N. W., and Gainsboro Road, N. W., consisting of multiple tax parcels, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3), Code of Virginia (1950), as amended.

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A communication from the City Manager requesting that Council convene a closed meeting to discuss the disposition of publicly-owned property, located in the Roanoke Centre for Industry and Technology and at 2002 Blue Hills Drive, N. E., and 0 Blue Hills Circle, N. E., where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3), Code of Virginia (1950), as amended.

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ITEMS LISTED ON THE 2:00 P.M. COUNCIL DOCKET REQUIRING DISCUSSION/CLARIFICATION AND ADDITIONS/DELETIONS TO THE 2:00 P.M. AGENDA. (5 MINUTES)

TOPICS FOR DISCUSSION BY THE MAYOR AND MEMBERS OF COUNCIL. (5 MINUTES)

BRIEFINGS:

- General Assembly Overview - 20 minutes
- Fiscal Year 2015 Budget Study - 30 minutes
- Raleigh Court Library Renovation - 30 minutes

THE COUNCIL MEETING WILL STAND IN RECESS UNTIL 2:00 P.M., FOR CLOSED MEETING IN THE COUNCIL'S CONFERENCE ROOM, ROOM 451, NOEL C. TAYLOR MUNICIPAL BUILDING.



**ROANOKE CITY COUNCIL
REGULAR SESSION**

**MAY 5, 2014
2:00 P.M.**

CITY COUNCIL CHAMBER

AGENDA

1. Call to Order--Roll Call.

The Invocation will be delivered by Elder Travis C. Hariston, God House Baptist Ministry.

The Pledge of Allegiance to the Flag of the United States of America will be led by Mayor Bowers.

Welcome. Mayor Bowers.

NOTICE

Today's Council meeting will be televised live and replayed on RVTV Channel 3 on Thursday, May 8 at 7:00 p.m., and Saturday, May 10 at 4:00 p.m. Council meetings are offered with closed captioning for the hearing impaired.

ANNOUNCEMENTS

THE PUBLIC IS ADVISED THAT MEMBERS OF COUNCIL RECEIVE THE CITY COUNCIL AGENDA AND RELATED COMMUNICATIONS, REPORTS, ORDINANCES AND RESOLUTIONS, ETC., ON THE THURSDAY PRIOR TO THE COUNCIL MEETING TO PROVIDE SUFFICIENT TIME FOR REVIEW OF INFORMATION.

THE CITY CLERK'S OFFICE PROVIDES THE MAJORITY OF THE CITY COUNCIL AGENDA ON THE INTERNET FOR VIEWING AND RESEARCH PURPOSES. TO ACCESS AGENDA MATERIAL, GO TO THE CITY'S HOMEPAGE AT WWW.ROANOKEVA.GOV, CLICK ON THE GOVERNMENT ICON.

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. SPECIAL ASSISTANCE IS AVAILABLE FOR DISABLED PERSONS ADDRESSING CITY COUNCIL. EFFORTS WILL BE MADE TO PROVIDE ADAPTATIONS OR ACCOMMODATIONS BASED ON INDIVIDUAL NEEDS OF QUALIFIED INDIVIDUALS WITH DISABILITIES, PROVIDED THAT REASONABLE ADVANCE NOTIFICATION HAS BEEN RECEIVED BY THE CITY CLERK'S OFFICE.

PERSONS WISHING TO ADDRESS COUNCIL WILL BE REQUIRED TO CONTACT THE CITY CLERK'S OFFICE PRIOR TO THE COUNCIL MEETING, OR REGISTER WITH THE STAFF ASSISTANT AT THE ENTRANCE TO THE COUNCIL CHAMBER PRIOR TO COMMENCEMENT OF THE COUNCIL MEETING. ONCE THE COUNCIL MEETING HAS CONVENED, THERE WILL BE NO FURTHER REGISTRATION OF SPEAKERS, EXCEPT FOR PUBLIC HEARING MATTERS. ON THE SAME AGENDA ITEM, ONE TO FOUR SPEAKERS WILL BE ALLOTTED FIVE MINUTES EACH; HOWEVER, IF THERE ARE MORE THAN FOUR SPEAKERS, EACH SPEAKER WILL BE ALLOTTED THREE MINUTES.

ANY PERSON WHO IS INTERESTED IN SERVING ON A CITY COUNCIL APPOINTED AUTHORITY, BOARD, COMMISSION OR COMMITTEE MAY CONTACT THE CITY CLERK'S OFFICE AT 853-2541, OR ACCESS THE CITY'S HOMEPAGE TO OBTAIN AN APPLICATION.

THE COUNCIL OF THE CITY OF ROANOKE IS SEEKING APPLICATIONS FOR THE FOLLOWING CURRENT OR UPCOMING EXPIRATIONS OF TERMS OF OFFICE:

ROANOKE NEIGHBORHOOD ADVOCATES
(ONE UNEXPIRED TERM ENDING JUNE 30, 2015)

VIRGINIA WESTERN COMMUNITY COLLEGE BOARD - ONE
VACANCY
(BUSINESS SERVICE, EDUCATION, ENGINEERING,
GOVERNMENT, PHARMACY, PUBLIC RELATIONS, REAL
ESTATE OR RETIRED)

THE COUNCIL IS CURRENTLY ACCEPTING APPLICATIONS FOR MEMBERSHIP ON THE MILL MOUNTAIN ADVISORY BOARD. TERMS OF OFFICE WILL CONSIST OF 3-ONE, 3-TWO, 3-THREE, COMMENCING JULY 1, 2014. APPLICATION FOR APPOINTMENT IS AVAILABLE ON THE CITY'S WEBSITE AND IN THE CITY CLERK'S OFFICE. FOR QUESTIONS AND/OR ADDITIONAL INFORMATION, PLEASE CONTACT THE CITY CLERK'S OFFICE AT 853-2541.

2. PRESENTATIONS AND ACKNOWLEDGEMENTS:

A proclamation declaring May 2014 as Bike Month.

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A proclamation declaring May 2014 as Asthma Month.

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A proclamation declaring May 2014 as National Cooperative Extension Centennial Celebration Month.

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A resolution expressing condolences to the family of Rodney Hubbard.

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Recognition of the Department of Finance for receiving the Government Finance Officers Certificates of Achievement in Financial Reporting.

3. HEARING OF CITIZENS UPON PUBLIC MATTERS:

CITY COUNCIL SETS THIS TIME AS A PRIORITY FOR CITIZENS TO BE HEARD. ALL MATTERS WILL BE REFERRED TO THE CITY MANAGER FOR RESPONSE, RECOMMENDATION OR REPORT TO COUNCIL, AS HE MAY DEEM APPROPRIATE.

4. CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE MEMBERS OF CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

- C-1 A communication from the City Manager requesting that Council schedule a public hearing for Monday, May 19, 2014, at 7:00 p.m., or as soon thereafter as the matter may be heard, to consider a request from Community Youth Program at St. John's, Inc., a non-stock, not for profit corporation, for tax exemption of personal property in the City located at One Mountain Avenue, S. W.

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RECOMMENDED ACTION: Concur in the request.

C-2

Reports of qualification of the following individuals:

Alesha Allen as member of the Fair Housing Board to fill the unexpired term of Helen Muddiman ending March 31, 2016;

M. Rupert Cutler as the Non-Elected City representative and Wayne Bowers as the City's Technical Advisor/City Manager's designee of the Roanoke Valley-Alleghany Regional Comprehensive Economic Development Strategy Committee for three-year terms of office, each, ending March 31, 2017;

Chris Bryant as a member of the Parks and Recreation Advisory Board for a three-year term of office ending March 31, 2017;

R. Gail Burruss as a City representative of the Court Community Corrections Program Regional Community Criminal Justice Board to fill the unexpired term of Tim H. Steller ending June 30, 2015;

Stephen D. Poff as a City representative (Chief Magistrate) of the Court Community Corrections Program Regional Community Criminal Justice Board for a three-year term of office ending June 30, 2017; and

Amelia Merchant as Acting Director of Finance, effective May 16, 2014, until such time as a permanent Director of Finance is elected or appointed by City Council.

RECOMMENDED ACTION: Receive and file.

REGULAR AGENDA

5. PUBLIC HEARINGS:

- a. Receive views of citizens regarding the City's Recommended 2014 – 2015 HUD Funds Budget.

6. PETITIONS AND COMMUNICATIONS:

- a. A communication from Elaine Bays-Murphy, Cable Access Director, Roanoke Valley Regional Cable Television, transmitting the RVTV Fiscal Year 2014-2015 Budget. (Sponsored by Mayor Bowers and Council Member Trinkle)

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- b. Presentation of the Jefferson Center Foundation regarding accomplishments for the year ending June 30, 2013 and plans for the new season. Cyrus Pace, Executive Director, Spokesperson. (Sponsored by the City Manager)

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7. REPORTS OF CITY OFFICERS AND COMMENTS OF CITY MANAGER:

- a. CITY MANAGER:

BRIEFINGS: NONE.

ITEMS RECOMMENDED FOR ACTION:

1. Adoption of an ordinance to establish and authorize procedures for the procurement of Design-Build and Construction Management Services, effective June 1, 2014.
2. Appropriation of funds in the connection with the Federal Asset Forfeiture Sharing Program and the Department of Treasury Federal Asset Sharing Program, in order for the Police Department to continue to replace equipment for officers and vehicles.
3. Appropriation of funds in connection with the State Asset Forfeiture Sharing Program in order to allow the Police Department to continue to acquire new and replacement equipment for officers and vehicles.
4. Authorization to acquire real property rights in connection with the Garden City/Star Trail Connection Project.
5. Authorization for an encroachment permit for a retaining wall located at 2916 Hollowell Avenue, S. W.

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COMMENTS OF CITY MANAGER.

- b. DIRECTOR OF FINANCE:

1. Financial Report for the period ended March 31, 2014.

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8. REPORTS OF COMMITTEES: NONE.

9. UNFINISHED BUSINESS: NONE.

10. INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS:

- a. A resolution appointing two School Board Trustees on the Roanoke City School Board for three-year terms of office, commencing July 1, 2014 and ending June 30, 2017.

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11. MOTIONS AND MISCELLANEOUS BUSINESS:

- a. Inquiries and/or comments by the Mayor and Members of City Council.
- b. Vacancies on certain authorities, boards, commissions and committees appointed by Council.

CERTIFICATION OF CLOSED MEETING.

12. RECESS.

THE COUNCIL MEETING WILL BE DECLARED IN RECESS UNTIL MONDAY, MAY 12 AT 2:00 P.M., IN THE COUNCIL CHAMBER, FOR THE ADOPTION OF THE CITY OF ROANOKE RECOMMENDED FISCAL YEAR 2014-2015 BUDGET.



DAVID A. BOWERS
Mayor

CITY OF ROANOKE
OFFICE OF THE MAYOR

215 CHURCH AVENUE, S.W., SUITE 452
ROANOKE, VIRGINIA 24011-1594
TELEPHONE: (540) 853-2444
FAX: (540) 853-1145

May 5, 2014

The Honorable Vice-Mayor and Members
of the Roanoke City Council
Roanoke, Virginia

Dear Members of Council:

This is to request a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended. A list of current vacancies is included with the agenda for this meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "DAB", followed by a long horizontal flourish.

David A. Bowers
Mayor

DAB:ctw

COMMITTEE VACANCIES/REAPPOINTMENTS
May 5, 2014

VACANCIES:

Unexpired term on the Roanoke Neighborhood Advocates ending June 30, 2015.

Three-one, three-two and three-three year terms of office on the Mill Mountain Advisory Board, commencing July 1, 2014.



DAVID A. BOWERS
Mayor

CITY OF ROANOKE

CITY COUNCIL

215 Church Avenue, S.W.
Noel C. Taylor Municipal Building, Suite 456
Roanoke, Virginia 24011-1536
Telephone: (540) 853-2541
Fax: (540) 853-1145

Council Members

William D. Bestpitch
Raphael E. "Ray" Ferris
Sherman P. Lea
Anita J. Price
Court G. Rosen
David B. Trinkle

May 5, 2014

The Honorable Mayor and Members
of the Roanoke City Council
Roanoke, Virginia

Dear Mayor Bowers and Members of Council:

I wish to request that Council convene in a closed meeting to discuss a personnel matter, being the resignation of the Director of Finance and the process to fill the position, pursuant to Section 2.2-3711 (A) (1), Code of Virginia (1950), as amended.

Sincerely,

Anita J. Price, Chair
City Council Personnel Committee

AJP:ctw



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 5, 2014
Subject: Request for Closed Meeting

This is to request that City Council convene a closed meeting to discuss the disposition of publicly-owned property, being Tax Map No. 4011413 located at 120 Church Avenue, S.E. where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to §2.2-3711.A.3, Code of Virginia (1950), as amended.

A handwritten signature in black ink, appearing to read "C. Morrill", is written over a horizontal dashed line.

Christopher P. Morrill
City Manager

Distribution: Council Appointed Officers



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 5, 2014
Subject: Request for Closed Meeting

This is to request that City Council convene a closed meeting to discuss the disposition of publicly-owned property, being Tax Map No. 2013001 located at 209 Henry Street, N.W. and Tax Map No. 2013004 located at 24 Wells Avenue, N.W. where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to §2.2-3711.A.3, Code of Virginia (1950), as amended.

A handwritten signature in cursive script, appearing to read "CM", is positioned above a horizontal dashed line.

Christopher P. Morrill
City Manager

Distribution: Council Appointed Officers



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 5, 2014
Subject: Request for Closed Meeting

This is to request that City Council convene a closed meeting to discuss the disposition of publicly-owned property bounded by Henry Street, N.W., Loudon Avenue, N.W., Wells Avenue, N.W., and Gainsboro Road, N.W., consisting of multiple tax parcels, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to §2.2-3711.A.3, Code of Virginia (1950), as amended.

Christopher P. Morrill
City Manager

Distribution: Council Appointed Officers



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 5, 2014
Subject: Request for Closed Meeting

This is to request that City Council convene a closed meeting to discuss the disposition of publicly-owned property, located in the Roanoke Centre for Industry and Technology and located at 2002 Blue Hills Drive, N.E. (Tax Map No. 7230101), and 0 Blue Hills Circle, N.E. (Tax Map No. 7280104), where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to §2.2-3711.A.3, Code of Virginia (1950), as amended.

A handwritten signature in black ink, appearing to read "C. Morrill", is written over a horizontal dashed line.

Christopher P. Morrill
City Manager

Distribution: Council Appointed Officers

Office of the Mayor

CITY OF  ROANOKE**Proclamation**

WHEREAS, the City of Roanoke is a Bicycle Friendly Community that actively supports bicycling, strives to provide safe accommodations for bicyclists and encourages residents to bike for transportation and recreation;

WHEREAS, bicycling and bicycling facilities are an important part of the Roanoke's quality of life and contribute to a healthy, livable environment by easing traffic congestion, improving air quality, and encouraging sustainable transportation behavior;

WHEREAS, residents of all ages and physical abilities, engage in bicycling for transportation, recreation, fitness and fun on public streets, greenways, parks and trails;

WHEREAS, the healthcare costs of diseases associated with obesity, such as Type II diabetes, heart disease, and some cancers, is estimated to be a staggering \$147 billion every year in the United States;

WHEREAS, bicycling is an activity that can reduce the onset of chronic disease and reduce childhood obesity, will help create healthier and more active community, and offers independent mobility for many citizens;

WHEREAS, promotion of bicycling is compatible with the City's interests and goals related to multi-modal transportation, economic development and recreation;

WHEREAS, it is important to raise public awareness of the many benefits of bicycling, to promote bicycle safety, and to encourage bicycle riding; and

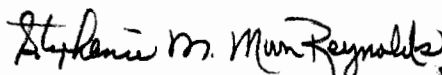
WHEREAS, May is recognized throughout the United States as Bike Month and provides the opportunity to increase public awareness of bicycling and events that promote the benefits of bicycling such as the Mayor's bike ride, bike-to-work routes, Bike to Work events, road and mountain bike rides and races, police bicycle patrols, designated bicycle routes, on and off road bicycle facilities, the City's Greenways and the trails at Carvins Cove and on Mill Mountain.

NOW, THEREFORE, I, David Bowers, Mayor of the City of Roanoke, Virginia, encourage citizens of all ages to experience first hand the joy of riding a bicycle and, do hereby proclaim May 2014, throughout this great six time All-America City, as

BIKE MONTH.

Given under our hands and the Seal of the City of Roanoke this fifth day of May in the year two thousand and fourteen.

ATTEST:



Stephanie M. Moon Reynolds
City Clerk




David A. Bowers
Mayor

Office of the Mayor

CITY OF  ROANOKE**Proclamation**

WHEREAS, asthma has reached epidemic proportions in the United States, affecting almost 25 million people, and approximately 8000 children and adults in Roanoke;

WHEREAS, the cost of hospitalizations and emergency room visits for asthma in Virginia is over \$135 million a year;

WHEREAS, asthma is one of the leading causes of childhood hospitalizations, long-term illness, and school absenteeism, accounting for nearly 10.5 million missed school days each year;

WHEREAS, research and literature demonstrate that asthma-related hospitalizations and deaths are preventable with public awareness and asthma education to improve the knowledge of Virginians and healthcare professionals; and

WHEREAS, the Greater Roanoke Valley Asthma and Air Quality Coalition support asthma management and control, public awareness, and education in order to enable the communities identify and reduce their exposures to environmental triggers in homes, schools, and places of employment so they can decrease asthma episodes and risk of death.

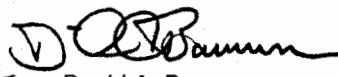
NOW, THEREFORE, I, David A. Bowers, Mayor of the City of Roanoke, do hereby proclaim May 2014 throughout this great six time All-America City, as

ASTHMA AWARENESS MONTH.

Given under our hands and the Seal of the City of Roanoke this fifth day of May in the year two thousand and fourteen.

ATTEST:


Stephanie M. Moon Reynolds
City Clerk


David A. Bowers
Mayor



Office of the Mayor

CITY OF  ROANOKE

Proclamation

WHEREAS, the Virginia Cooperative Extension serving the City of Roanoke is part of the nationwide Cooperative Extension System that is a partnership of federal, state and local governments and Virginia Tech and Virginia State University, the state's land-grant universities in Virginia;

WHEREAS, the Smith-Lever Act of 1914 established the Cooperative Extension Service, utilizing faculty as Extension Agents, who along with local staff and community-based resources, extend university research and knowledge to local communities; and

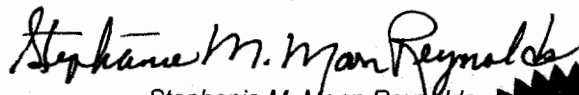
WHEREAS, the Virginia Cooperative Extension provides a wide range of educational programs in Family and Consumer Sciences; Agriculture and Natural Resources; 4-H Youth Development, as well as food, nutrition, health, and community viability services benefitting more than 42,000 families, 26 schools and hundreds of businesses in the Roanoke Valley, along with related areas of economic and workforce development across Virginia.

NOW, THEREFORE, I, David A. Bowers, Mayor of the City of Roanoke, Virginia, encourage residents to take advantage of the programs and educational opportunities that the Virginia Cooperative Extension offers to the community; and do hereby proclaim Monday, May 5 throughout this great, six-time All-America City, as

National Cooperative Extension Centennial Month.

Given under our hands and the Seal of the City of Roanoke this fifth day of May in the year two thousand and fourteen.

ATTEST:


Stephanie M. Moon Reynolds
City Clerk

David A. Bowers
Mayor



Callahan

2.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION memorializing Rodney Hubbard, Director of the District 23A Court Service Unit for the Virginia Department of Juvenile Justice for the City of Roanoke following his passing;

WHEREAS, the members of Council learned with sorrow of the passing of Mr. Hubbard on Wednesday, January 29, 2014;

WHEREAS, Mr. Hubbard was a native of Natural Bridge, Virginia, the son of the late Robert E. Hubbard and Nadine C. Hubbard;

WHEREAS, Mr. Hubbard was a graduate of Natural Bridge High School and Washington & Lee University;

WHEREAS, in 1974, Mr. Hubbard began his career as an Institutional Rehabilitation Counselor with the Virginia Department of Welfare and Institutions (now the Department of Juvenile Justice) holding a number of positions in Lexington, Covington, and Botetourt before coming to Roanoke;

WHEREAS, Mr. Hubbard was an active member of the Virginia Juvenile Justice Association (VJJA) and was a former member of the VJJA Board of Directors;

WHEREAS, in 1988, Mr. Hubbard received VJJA's Meritorious Award in the Area of Court Services, and in 2003, the Meritorious Award in the Area of Administration;

WHEREAS, in 2006, Mr. Hubbard introduced the opening speaker at VJJA's 30th Fall Institute, the first event he attended following a successful open-heart transplant;

WHEREAS, Mr. Hubbard was an ex-officio member the Board of Youth Support Services for the past 15 years;

WHEREAS, Mr. Hubbard was a leading advocate for the Youth Support Services program, and believed and supported this diversion program to restore juvenile offenders to law-abiding and productive members of society;

WHEREAS, through Mr. Hubbard's support of Youth Support Services, several hundred young people have been diverted from the court system for shop lifting and other offences;

WHEREAS, Mr. Hubbard's belief, caring spirit, and support for the services provided by Youth Support Services made a positive difference in the lives of many young people who received the trust and one-on-one counseling offered by Youth Support Services;

WHEREAS, throughout his career, Mr. Hubbard served on many civic and community boards, including the advisory board for BB&T Bank, the initial Board of the Rockbridge Area Recreation Organization, the Project Horizon Board, the Chavis House Board for Washington and Lee University, and the School Board for Rockbridge County Public Schools;

WHEREAS, Mr. Hubbard was a life-long member of the First Baptist Church of Natural Bridge where he served in numerous capacities and participated in the music ministry for more than 50 years;

WHEREAS, Mr. Hubbard was married to his wife, Debbie, for 36 years, a marriage that produced five sons, Scott, Korey, Rob, Aaron, and Ryan, along with five granddaughters and four grandsons;

WHEREAS, Mr. Hubbard was a devoted husband, a loving son, a wonderful father and grandfather, and a caring brother and uncle;

WHEREAS, Mr. Hubbard had a special gift of molding and shaping young minds and hearts and growing health and productive citizens; and

WHEREAS, Mr. Hubbard will be remembered for his soft spoken, direct, no nonsense approach to life and his wise counsel both at home and in the community.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. City Council adopts this resolution as a means of recording its deepest regret and sorrow at the passing of Rodney Hubbard, and extends to his family its sincerest condolences.
2. The City Clerk is directed to forward an attested copy of this resolution to Mr. Hubbard's widow, Debbie Hubbard of Roanoke, Virginia.

ATTEST:

City Clerk.



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 5, 2014
Subject: Tax Exemption Request - Community Youth Program at St. John's, Inc.

Background:

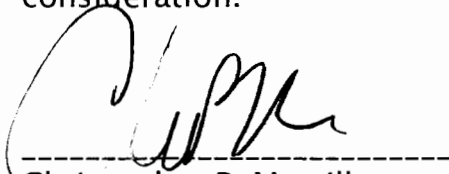
Pursuant to the requirements of the Virginia Code, if City Council wishes to consider the application of the Community Youth Program at St. John's, Inc. (CYP) for tax exempt status, Council must first conduct a public hearing. Community Youth Program at St. John's, Inc. is a Virginia non-stock, not-for-profit corporation that has applied for tax exemption of personal property in the City located at One Mountain Avenue SW. This request is for a tax exemption for personal property now owned or hereinafter acquired by CYP that is used for its charitable mission.

Considerations:

The Community Youth Program provides afterschool and summer programming to disadvantaged Roanoke City youth in grades 4 through 8. The mission of CYP is to encourage learning and the development of a positive self-image and to provide a network of support for students in grades 4 through 8 and their families. An exemption from personal property taxes will allow additional funding to be directed towards these efforts.

Recommended Action:

This is to request that a public hearing be authorized and advertised on the above matter for City Council's regular meeting to be held on Monday, May 19, 2014, at 7:00 p.m., or as soon thereafter as the matter may be heard. Notice of the public hearing must be advertised at least five (5) days prior to the date of the public hearing. A full report will be included in the May 19, 2014 agenda material for your consideration.



Christopher P. Morrill
City Manager

Distribution: Council Appointed Officers
Honorable Sherman A. Holland, Commissioner of the Revenue
Honorable Evelyn W. Powers, City Treasurer
R. Brian Townsend, Assistant City Manager for Community Development
Sherman M. Stovall, Assistant City Manager for Operations
Amelia C. Merchant, Director of Management and Budget



May 5, 2014

The Honorable David A. Bowers, Mayor
and Members of City Council
Roanoke, Virginia

Subject: 2014-2015 RVTv Budget

Dear Mayor Bowers and Members of City Council:

Roanoke Valley Television, RVTv-3 Cox Cable, was created in 1992 as an agreement between the City of Roanoke, Roanoke County, and the Town of Vinton, to form a Government & Educational Access Station.

On April 2, 2014, the Roanoke Valley Regional Cable Television Committee approved the attached RVTv Operating Budget for Fiscal Year 2014-2015 (attached) in the amount of \$398,028.

The proposed budget includes funding for closed captioning services for both the City Council and the Roanoke County Board of Supervisors Meetings. However, at the City's request, RVTv will also broadcast the monthly 9 a.m. City Council Briefings or Sessions for the next fiscal year. Since closed captioning services are also required for these additional meetings, the City will pay the additional cost of \$3,360 for such extra services.

Based on the number of Cox Communications subscribers for each jurisdiction, the City of Roanoke's share of the FY15 operating budget will be \$206,975, plus an additional \$3,360 for closed captioning – totaling \$210,335. Accordingly, the City is requested to provide this amount as its portion of the RVTv FY15 operating Budget.

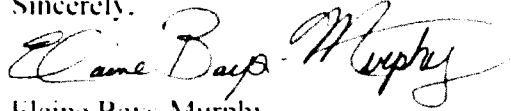
Direct Services provided to the City of Roanoke in 2013 included:

- Original Television Shows
(12) Inside Roanoke, (12) Spotlight on City Schools, (12) Libraries Happenings,
(4) PLAYVision
- Government Meetings
(24) Regular Roanoke City Council, (12) City Council Briefings
- Original Video Productions
(24) Video Productions – VML Roanoke Video, Choose Right! The Dangers of Synthetic Drugs (Entire list of Original Video Productions is listed on Page 6 of the RVTv Budget Packet)

The Honorable David A. Bowers, Mayor and Members of City Council
May 5, 2014
Page Two

As Cable Access Director for Roanoke Valley Television, I am pleased to respond to any questions or comments you may have with regard to the proposed RVTV operating budget for Fiscal Year 2014-2015.

Sincerely,

A handwritten signature in black ink, reading "Elaine Bays-Murphy". The signature is fluid and cursive, with the first name "Elaine" written in a larger, more prominent script than the last name "Bays-Murphy".

Elaine Bays-Murphy
Cable Access Director
Roanoke Valley Television

Attachment

Cc: Christopher P. Morrill, City Manager
Ann H. Shawver, Director of Finance
Daniel J. Callaghan, City Attorney
Stephanie M. Moon, City Clerk
Sherman M. Stovall, Assistant City Manager for Operations
Amelia Merchant, Director of Management and Budget
The Honorable Robert A. Altice, Chair, Regional Cable Television Committee
Laura M. Carini, Assistant City Attorney
Melinda B. Mayo, Public Information Officer

To: Roanoke Regional Cable Television Committee
From: Elaine Bays-Murphy, Director of Cable Access
Date: April 2, 2014
Re: FY 2014-2015 Operating Budget Proposal

BACKGROUND INFORMATION:

Roanoke Valley Television, RVTV Channel 3, is a Government & Educational Access Station, serving the City of Roanoke, Roanoke County, the Town of Vinton and their respective school systems. RVTV-3 was created in 1992 as an agreement between the three localities to form a Government & Educational Access Station.

The operational budget for RVTV is provided by the three local governments, and it is funded through the Virginia Communications Sales and Use Tax Revenue paid by Cox Communications (Attachment Page 5). The RVTV budget amount paid by each locality is based on the proportion of Cox Customers located in each jurisdiction.

For calendar year 2013, Cox Communications paid to the Commonwealth a total of \$2,350,891. The Commonwealth paid the three localities their appropriate share. Amounts do not represent the adjusted amount paid by the Commonwealth to the localities.

| | |
|--------------------|--|
| City of Roanoke: | \$1,180,539 |
| County of Roanoke: | \$1,067,229 |
| Town of Vinton: | \$103,123 |
| Total: | \$2,350,891 VA Communications Sales & Use Tax Revenue |

RVTV has five full-time staff members. RVTV-3 produces Original Videos, Monthly Television Shows, and covers LIVE Government Meetings.

Roanoke Valley Television produced the following in 2013:

- **98 Original Television Shows**
(12) Inside Roanoke, (12) Roanoke County Today, (12) Spotlight On City Schools, (12) Accent Excellence, (4) Roanoke County Business Partners, (4) Recreation Television, (6) PLAYVision (12) Libraries Happenings
Total Production Minutes: 1,820 minutes
- **58 Regular Government Meetings**
(24) Regular Roanoke City Council, (22) Regular Roanoke County Board of Supervisors, (12) City Council Briefings
- **46 Original Video Productions**
(List of Video Productions on Attachment Pages 6 & 7)
Total Production Minutes: 706 minutes

Additionally, Roanoke Valley Television covered numerous Special Events including Ground Breakings, Dedication Ceremonies and News Conferences.

The approximate rate for video production work in the private sector is \$1,500 per finished minute. The approximate **RVTV Production Value for TV Shows & Video Productions is \$3,789,000.** (Total value does not include Government Meetings).

BACKGROUND INFORMATION:

RVTV-3 Programming is uploaded to the RVTV Website www.rvtv.org

RVTV-3 YouTube Channel <http://bit.ly/1dO2KIS>

RVTV-3 Facebook Page <http://on.fb.me/1HIOEyb>



RVTV-3 Awards



**Silver PRSA Summit Award
"Choose Right! The Dangers of
Synthetic Drugs" Video**

FISCAL IMPACT:

The proposed FY2014/2015 Operating Budget request is \$398,028.

The proposed budget includes a 2% salary increase if approved by the Board of Supervisors.

The budget includes an 8% Health Insurance increase, and a 5% Dental Insurance increase. The proposed increase amount was recommended by the County Director of Finance for budgeting purposes.

The proposed \$398,028 is approximately **16% of the \$2,350,891 paid by Cox Communications** for the VA Communications Sales & Use Tax. Amounts do not represent the adjusted amount paid by the Commonwealth to the localities.

| | |
|------------------|--------------------|
| City of Roanoke: | \$1,180,539 |
| Roanoke County: | \$1,067,229 |
| Town of Vinton: | \$103,123 |
| Total: | \$2,350,891 |

The Operational Budget for RVTV is provided by the three localities based on the proportion of Cox Customers located in each jurisdiction.

Cox calculates the percentage of subscribers (December 31, 2013) in each locality as follows:
(2012 number of subscribers in parenthesis)

| Locality | Subscribers | Percentage |
|-----------------|------------------------|--------------------|
| City | 23,373 (23,692) | 52% (52%) |
| County | 19,954 (20,221) | 44% (44%) |
| Vinton | 1,960 (1,994) | 4% (4%) |
| Total | 45,287 (45,907) | 100% (100%) |

Based on the above percentages, each member's contribution to the FY2014/2015 budget of \$398,028 is:

| | 2013/2014 Budget | 2014/2015 Budget |
|---------------|-------------------------|-------------------------|
| City | \$199,117 | \$206,975 |
| County | \$168,483 | \$175,132 |
| Vinton | \$15,317 | \$15,921 |
| Total | \$382,917 | \$398,028 |

*In addition to the City's share of the above budget of \$398,028, the City will also pay \$3,360 for closed captioning for City Council Briefings.

ATTACHMENTS:**RVTV Proposed 2014 – 2015 Budget**

| | | 2013-2014 Budget | Proposed 2014 - 2015 | Remaining Balance | % Expended (01/31/14) |
|--------------|--|-------------------------|---------------------------------|------------------------------|----------------------------------|
| 1010 | Regular (+2%) | 209,851.00 | 214,048.00 | 84,750.19 | 59.61 |
| 2100 | FICA (7.65%) | 16,055.00 | 16,375.00 | 6,831.93 | 57.45 |
| 2200 | Retirement – VRS (11.12%) | 21,091.00 | 23,802.00 | 8,788.64 | 58.33 |
| 2202 | Deferred Comp Match (650 x 3) | 1,950.00 | 1,950.00 | 750.00 | 61.54 |
| 2300 | Group Health Insurance (Actual \$38,838 + 8%) | 37,652.00 | 41,945.00 | 14,436.50 | 61.66 |
| 2310 | Group Dental Insurance (+5%) | 2,003.00 | 2,175.00 | 794.80 | 60.32 |
| 2400 | VRS Life (1.32%) | 2,497.00 | 2,825.00 | 1,040.30 | 58.34 |
| 2500 | Long Term Disability Insurance | 673.00 | 673.00 | 476.72 | 29.17 |
| 2750 | VRS Retiree Health Credit | 525.00 | 525.00 | 218.96 | 58.29 |
| 3013 | Professional Services – Other (Closed Captioning) | 27,500.00 | 27,500.00 | 18,429.27 | 40.28 |
| 3013A | CC – City Council Briefings | | * City Only | | |
| 3204 | Repairs Vehicles (By Garage) | 300.00 | 300.00 | -138.60 | 146.20 |
| 3209 | Repairs (Other Equipment) | 1,000.00 | 1,000.00 | 1,000.00 | 00.00 |
| 3305 | Maintenance Service Contracts (Telephone \$550 Website \$1,654) | 550.00 | 2,204.00 | 154.00 | 72.00 |
| 5210 | Postage | 50.00 | 50.00 | -61.37 | 222.74 |
| 5230 | Telephone | 3,400.00 | 3,400.00 | 1,215.58 | 64.25 |
| 5233 | Internet | 1,390.00 | 1,390.00 | 580.80 | 58.22 |
| 5235 | Cellular Phones (2 Smart Phones) | 1,200.00 | 1,200.00 | 723.40 | 39.72 |
| 5305 | Motor Vehicle Insurance | 1,200.00 | 1,250.00 | -20.00 | 101.67 |
| 5308 | General Liability Insurance | 2,730.00 | 2,840.00 | 367.00 | 86.56 |
| 5420 | Lease/Rent of Buildings (8 x \$3,615.31 4 x \$3,723.77) | 42,542.00 | 43,818.00 | 17,971.93 | 57.76 |
| 5501 | Travel (Mileage) | 100.00 | 100.00 | 34.74 | 65.26 |
| 5520 | Dinner Meetings & Luncheons | 150.00 | 150.00 | 150.00 | 100.00 |
| 5801 | Dues & Association Membership (Public Relations Society of America) | 308.00 | 308.00 | 00.00 | 100.00 |
| 6010 | Office Supplies – General | 500.00 | 500.00 | 236.43 | 52.71 |
| 6013 | Small Equipment & Supplies | 2,000.00 | 2,000.00 | 461.52 | 65.30 |
| 6014 | Video Supplies | 4,000.00 | 4,000.00 | 2,433.44 | 39.16 |
| 6080 | Gas, Oil & Grease | 1,500.00 | 1,500.00 | 904.09 | 39.73 |
| 6091 | Tires,Tubes & Parts | 200.00 | 200.00 | -23.08 | 111.54 |
| Total | | \$382,917.00 | \$398,028.00 | 161,818.76 | 58.05% |

*In addition to the City's share of the above budget of \$398,028, the City will also pay \$3,360 for closed captioning for City Council Briefings. RVTV expended 97.50% of the 2012/2013 Budget.

**RVTV Financial Report
Current Account Balances as of January 31, 2014**

273200 (Operating Budget)\$161,818.76

273450 (Cox Cable Capital Grant)\$996,605.06
(Balance includes accrued interest.)

273500 (Operating Surplus).....\$34,699.91
(\$15,000 Minimum Balance to be maintained in the account)

Account 273500 (Operating Surplus) represents the unused funds from the Operating Budget since 1992. RVTV does not lose these funds at the end of the fiscal year, rather they are rolled over into this savings account.

**2013 Virginia Communications Sales and Use Tax Revenue
Paid by Cox Communications to the
Commonwealth of Virginia for the Benefit
of the City of Roanoke, County of Roanoke, and Town of Vinton**

Starting on January 1, 2007, the Virginia Communications Sales and Use Tax Act of 2006 (Va. Code 58.1-645 et seq.) required Cox Communications, as well as other cable television providers, to pay a five percent (5%) sales or use tax to the Commonwealth of Virginia in place of paying franchise fees to the localities, including the City of Roanoke, County of Roanoke, and Town of Vinton. Under the Act, the Commonwealth pays the amount of revenues it receives from cable television providers, like Cox, to the localities.

For the calendar year 2013, Cox Communications paid to the Commonwealth of Virginia a total of **\$2,350,891**. The Commonwealth of Virginia paid to the three localities the appropriate share of this total amount as a replacement amount for the franchise fees. Amounts do not represent the adjusted amount paid by the Commonwealth to the localities.

| | |
|------------------|--------------------|
| City of Roanoke: | \$1,180,539 |
| Roanoke County: | \$1,067,229 |
| Town of Vinton: | \$103,123 |
| Total: | \$2,350,891 |

RVTV 2013 Edited Video Productions

| Title | Client | Length |
|---------------------------------------|----------------------|---------------|
| E-911 Center Video | Roanoke County | 15:00 |
| Regional Ec. Development Summit | Roanoke County | 60:00 |
| Star City Reads Breakfast | Roanoke City | 28:00 |
| ECC On-Line Citizen Satisfaction PSA | Roanoke County | :30 |
| (3) Anti-Bullying PSAs | City Schools | :30 each |
| Arbor Day Celebration | Town of Vinton | 3:00 |
| Arts & Entertainment Conference | Roanoke County | 18:00 |
| Bear Proof Trash Container Demo | Roanoke County | 10:00 |
| Career, Lifestyle, Financial Fair PSA | Roanoke City | :30 |
| Pension Plan Video | Roanoke City | 6:00 |
| Roanoke River Stream Health PSA | Roanoke City | :30 |
| VIN Etching PSA | Roanoke Police Dept. | :30 |
| Citizen of the Year PSA | Roanoke City | :30 |
| Business Appreciation Week Breakfast | Roanoke County | 37:00 |
| Ardagh Ec. Development Announcement | Roanoke County | 36:00 |
| Lead Safe Video | Roanoke City | 6:00 |
| State of the City Address | Roanoke City | 28:00 |
| Roanoke VML Music Video | Roanoke City | 3:30 |
| Elmwood Park Ribbon-Cutting | Roanoke City | 25:00 |
| Roanoke Arts Summit | Roanoke City | 57:00 |
| (2) Summer Reading PSAs | Roanoke City | :30 each |
| New GIS Demo Video | Roanoke City | 6:00 |
| Teacher of the Year Banquet | City Schools | 15:00 |
| Synthetic Drugs Video | City Police Dept. | 11:00 |
| Army Birthday/Flag Day Celebration | Town of Vinton | 10:00 |
| HR Benefits Video | Roanoke County | 39:00 |
| Part-Time Training Video | Roanoke County | 11:00 |
| Medieval Faire PSA | Roanoke County | :30 |
| Christmas Parade PSA | Town of Vinton | :30 |
| Zombie Run Highlight Video | Roanoke County | 3:30 |
| State of the County Address | Roanoke County | 50:00 |
| Burton Center for Arts & Technology | County Schools | 15:00 |
| 10 Years Music Excellence Concert | County Schools | 22:00 |
| Christmas Tree Lighting PSA | Roanoke County | :30 |

| | | |
|------------------------------------|-----------------------------|--------------------|
| Vinton Christmas Parade PSA | Town of Vinton | :30 |
| Vinton Library Construction Launch | Town of Vinton | 16:00 |
| State of the Town Address | Town of Vinton | 27:00 |
| County Investiture Ceremony | Roanoke County | 47:00 |
| Holiday Safe Driving PSA | Roanoke County Police Dept. | :30 |
| Tons of Fun PSA | Roanoke County | :30 |
| (2) RACAP PSAs | Roanoke County | :30 each |
| Hoarding Seminar | Roanoke City | 57:00 |
| City Investiture Ceremony | Roanoke City | 34:00 |
| Municipal Volunteer PSA | Roanoke City | :30 |
| Leadership College PSA | Roanoke City | :30 |
| Countryside Park PSA | Roanoke City | :30 |
| Total Minutes Produced | | 706 minutes |

2013 Total Video Productions

| Total Productions | City of Roanoke | Roanoke County | Town of Vinton |
|--------------------------|------------------------|-----------------------|-----------------------|
| 120 | 66 | 48 | 6 |
| Percentage | 55% | 40% | 5% |

b.a.



DAVID A. BOWERS
Mayor

CITY OF ROANOKE

CITY COUNCIL

215 Church Avenue, S.W.
Noel C. Taylor Municipal Building, Suite 456
Roanoke, Virginia 24011-1536
Telephone: (540) 853-2541
Fax: (540) 853-1145

Council Members
William D. Bestpitch
Raphael E. "Ray" Ferris
Sherman P. Lea
Anita J. Price
Court G. Rosen
David B. Trinkle

May 5, 2014

The Honorable Members
of Roanoke City Council
Roanoke, Virginia

Dear Members of Council:

We jointly sponsor a request of the Roanoke Valley Regional Cable Television Committee to present its Fiscal Year 2014-2015 Budget, at the regular meeting of City Council to be held on Monday, May 5, 2014, at 2:00 p.m.

Sincerely,

A handwritten signature in black ink, appearing to read "D. A. Bowers".

David A. Bowers
Mayor

A handwritten signature in black ink, appearing to read "David B. Trinkle".

David B. Trinkle
Council Member

DAB/DBT:ctw

LC

lea.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION approving the recommendation of the Roanoke Valley Regional Cable Television Committee to approve the annual operating budget for Fiscal Year 2014-2015 for the operation of the regional government and educational access station, Roanoke Valley Television (RVTV, Channel 3), and for the City to provide partial funding.

WHEREAS, the Roanoke Valley Regional Cable Television Committee (Committee) has reviewed and approved the annual operating budget for Fiscal Year 2014-2015 for the operation of RVTV and has requested that the City of Roanoke approve that operating budget;

WHEREAS, the Committee is comprised of representatives from the City of Roanoke, Roanoke County, and the Town of Vinton and these jurisdictions have agreed to provide funding for the purposes for which the Committee was created, including the support of the operation of a regional government and educational access station, RVTV;

WHEREAS, such jurisdictions have agreed to provide funding as stated in the agreement creating the Committee and the Committee has recommended that the City of Roanoke provide partial funding to RVTV in the amount of \$206,975, plus an additional \$3,360; and

WHEREAS, this Council desires to approve the recommendation of the Committee and provide partial funding as requested by the Committee.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. The annual operating budget of \$398,028, which is the amount being requested from the member localities, plus an additional amount of \$3,360 from the City for the cost of providing closed captioning service for televising the monthly 9 a.m. City

Council Briefings or Sessions, all as set forth in the RVTV letter dated May 5, 2014, to this Council, is hereby approved.

2. In accordance with the Committee's request to the City to fund a portion of the RVTV operating budget mentioned above, the total amount of \$210,335 (which consists of \$206,975 as the City's portion of the requested budget amount, plus the \$3,360 for closed captioning) will be provided by the City of Roanoke as its prorata share for the annual operational budget for RVTV for the Fiscal Year 2014-2015 as requested in the above RVTV letter dated May 5, 2014, to this Council.

ATTEST:

City Clerk.



March 31, 2014

Ms. Stephanie M. Moon, MMC, City Clerk
215 Church Avenue, S. W.
Noel C. Taylor Municipal Building
Suite 456
Roanoke, Virginia 24011-1536

Dear Ms. Moon:

I am writing to request the inclusion of the Jefferson Center Foundation on the agenda of the May 5, 2014 City Council meeting. At that time, we would like to make the annual presentation of the rent check to Roanoke City from the Jefferson Center Foundation for the building at 541 Luck Avenue.

Should you have any questions or concerns, please do not hesitate to contact me.

Thank you for your time and consideration.

Sincerely,

Cyrus Pace
Executive Director
Jefferson Center Foundation
541 Luck Ave, Suite 221
Roanoke, VA 24016
540-343-2624, ext. 210
cpace@jeffcenter.org



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 5, 2014
Subject: Annual Report – Jefferson Center

I would like to sponsor a request from Cyrus Pace, Executive Director of the Jefferson Center, to present their Annual Report of the Jefferson Center to City Council.

Christopher P. Morrill
City Manager

Distribution: Council Appointed Officers



7.a.1.

CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 5, 2014
Subject: Ordinance Establishing and Authorizing Procedures for the Procurement of Design-Build and Construction Management Services

Background:

The Code of Virginia provides public bodies with the authority to procure Design-Build and Construction Management services provided the solicitation methods are consistent with procedures established by the Virginia Department of General Services and the Virginia Secretary of Administration for construction projects on a fixed price or not-to-exceed price. Currently, the City relies upon traditional design-bid-build processes for construction projects. The use of Design-Build and Construction Management provides for the ability to integrate design and construction services into to a single procurement. Design-build is a procurement process which combines both design and construction into a single contract. Construction management is a procurement process by which the City engages a party to administer a contract for construction services and which may include the furnishing of construction services as well.

Considerations:

Pursuant to Virginia Code § 2.2-4308, the attached ordinance is necessary to authorize the use of competitive negotiation in procuring Design-Build and Construction Management contracts in accordance with approved guidelines. City staff recommends adoption of solicitation procedures for Design-Build and Construction Management services consistent with the established guidelines of the Department of General Services so that so the City of Roanoke may consider such project delivery methods for construction projects.

Recommended Action:

Adopt the attached ordinance establishing and authorizing procedures for the solicitation and procurement of Design-Build and Construction Management Services by the City of Roanoke effective June 1, 2014; and authorizing the City Manager to take such further actions and execute any needed documents, approved as to form by the City Attorney, in order to implement, administer, modify, and enforce such procedures.



Christopher P. Morrill
City Manager

Distribution: Council Appointed Officers
Sherman M. Stovall, Assistant City Manager for Operations
Robert K. Bengtson, Director of Public Works
Sharon Lewis, Manager, Purchasing Division
Phil Schirmer, City Engineer

gc

7.a. 1.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

An ORDINANCE adopting and authorizing procedures for the selection, evaluation, and award of Design-Build and Construction Management contracts as provided for by Virginia Code Section 2.2-4308; authorizing the City Manager to take such further actions and execute any needed documents in order to implement, administer, modify, and enforce such procedures; establishing an effective date for this Ordinance; and dispensing with the second reading by title of this Ordinance.

RECITALS

WHEREAS, pursuant to Code of Virginia (1950), as amended (“Va. Code”) § 2.2-4308, a public body may use design-build or construction management as solicitation methods consistent with the procedures established by the Virginia Department of General Services and the Virginia Secretary of Administration for construction projects on a fixed price or not-to-exceed price; and

WHEREAS, the City of Roanoke, Virginia (“City of Roanoke” or “City”) desires to establish and authorize the necessary procedures for the use of Design-Build and/or Construction Management contracts when beneficial to the City of Roanoke.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. The City of Roanoke hereby finds that it is in the best interest of the City to adopt this Ordinance and hereby adopts the Design-Build procedures and Construction Management procedures set forth in this Ordinance, effective as set forth below.

A. RECITALS INCORPORATED BY REFERENCE.

1. The City of Roanoke hereby incorporates the above Recitals into this Ordinance.

B. DESIGN-BUILD SOLICITATION AND AWARD PROCEDURES.

1. A design-build contract procurement method shall be a two-step competitive negotiation process. The following procedures shall govern the selection, evaluation, and award of design-build contracts:
 - a. Criteria for use: Design-build contracts are intended to minimize the project risk for the owner and reduce the delivery schedule by overlapping the design phase and the construction phase of a project.
 - b. Approval for use: Prior to taking any action to pursue a design-build project, the City's requesting department or division shall receive the written approval of the City Manager to use the design-build procurement solicitation method. The request shall be in writing and shall justify and substantiate that the design-build method is more advantageous than a competitive sealed bid construction contract with a general contractor and shall indicate how the City will benefit from using the design-build method. The request shall also include a written justification that sealed bidding is not practicable and/or fiscally advantageous. These justifications for the use of the design-build method shall be stated in the Request for Qualifications (RFQ). Approval of or exceptions to this procedure may be granted by the City Manager, who is the approving authority for requests to use the design-build method.
 - c. Basis of award: The award of a design-build contract shall be in accordance with Va. Code §2.2-4301(3)(b), as it now exists or as it may be amended, and shall be based on the following: 1) an acceptable proposal deemed to be in the best interest of the City of Roanoke and 2) a determination that the Offeror's technical proposal and, if requested, the financial proposal are determined to be the "best value" for the City of Roanoke in response to the Request for Proposal (RFP) for the project.
 - d. Evaluation Committee: The City shall establish an Evaluation Committee ("Committee") to be responsible for evaluating the qualifications of Offerors responding to the design-build solicitation and reviewing proposals submitted for such services. This Committee shall consist of a minimum of three (3) and a maximum of five (5) voting members. The members of the Committee should have expertise relevant to the project, with backgrounds in such areas as project design, construction, finance, contract review, and/or project management. The Committee shall include a Virginia licensed engineer or architect. The membership of the

Committee shall be determined by the City's Director of Public Works or the Director's designee.

e. Selection of Qualified Offerors (Step I) – Request for Qualifications (RFQ).

- (1) The City's Purchasing Department shall publish notice of the City's RFQ at least ten (10) days prior to the date set for receipt of qualifications by advertising in a local newspaper of general circulation in the City of Roanoke, posting on the City's website, posting in the Noel C. Taylor Municipal Building at a location designated by the City's Purchasing Manager, and in such other manner as designated by the City's Purchasing Manager, so as to provide reasonable notice to the maximum number of Offerors that can be reasonably anticipated to submit qualifications in response to the particular RFQ. Additionally, qualifications may be solicited directly from potential Offerors. If practicable, the notice shall also be published in appropriate national trade publications.
- (2) The RFQ shall provide a description of the project, the services required by the City, any unique capabilities to be required of the Offeror, and the criteria to be used in evaluating the potential Offeror's qualifications. The RFQ should request from potential Offerors only such information as is appropriate for an objective evaluation of all Offerors pursuant to such criteria. The RFQ shall establish procedures whereby comments concerning provisions in the RFQ can be received and considered prior to the time set for receipt of qualifications. All Offerors shall have a licensed Class "A" contractor and an Architect or Engineer registered in the Commonwealth of Virginia as part of the Offeror's team.
- (3) The Committee shall evaluate each responding Offeror's qualifications submittal and any other relevant information and shall determine which Offerors are fully qualified and suitable for the project.
- (4) The RFQ evaluation shall result in a short list of two (2) to five (5) Offerors to receive an RFP. An Offeror may be denied prequalification only as specified in Virginia Code § 2.2-4317(C). However, the short list shall also be based on the RFQ criteria and a determination by the Committee of which qualified Offerors should be on the short list based on such Offerors' responses to the RFQ.
- (5) At least thirty (30) days prior to the date established for the submission of proposals to the RFP, the City's Purchasing Manager shall advise each Offeror in writing as to whether that Offeror has been prequalified. In the event that an Offeror is denied prequalification,

the written notice shall state the reasons for the denial of prequalification and the factual basis for such reasons. Prequalified Offerors that are not selected for the short list shall likewise be provided the reasons for such decision.

f. Selection of the Design-Build Contractor (Step II).

- (1) The City's Purchasing Manager or designee shall prepare a Request for Proposal ("RFP") that includes, but is not limited to, the following: a) the instructions for submitting a proposal, the criteria for evaluation, and the terms and conditions of the design-build contract; b) a narrative description of the project requirements; c) general conditions and technical specifications; and d) facility and site plans as appropriate for the project. The RFP may also define such other requirements as the City determines appropriate for a particular project. The RFP shall include procedures whereby comments concerning specifications or other provisions contained in the RFP can be received and considered prior to the time set for receipt of proposals.
- (2) The City's Purchasing Manager or designee shall send an RFP to the qualified design-build Offerors on the short list for the project and request formal proposals from each of them. Offerors will have at least ten (10) days to submit a proposal. Separately sealed technical and financial proposals may be required to be submitted to the City's Purchasing Manager. If such separate proposals are required, the Purchasing Manager will provide the technical proposals to the Committee and hold the financial proposals until the technical review has been completed.
- (3) Based on criteria established in the RFP, the Committee shall evaluate each of the technical proposals. As a part of the evaluation process, the Committee may grant each of the Offerors an equal opportunity for direct and private communication with the Committee. Each Offeror shall be allotted the same fixed amount of time. In its communications with Offerors, the Committee shall exercise care to discuss the same owner information with all Offerors. In addition, the Committee shall not disclose any trade secrets or proprietary information for which the Offeror has invoked protection in accordance with Va. Code §2.2-4342.
- (4) The Committee will inform each Offeror of any adjustments necessary to make such Offeror's technical proposal fully compliant with the requirements of the RFP. In addition, the City may require that any and/or all Offerors make design adjustments necessary to incorporate

project improvements and/or additional detail information identified by the Committee.

- (5) Based on the adjustments made to the technical proposals, an Offeror may amend its financial proposal. In addition, an Offeror may submit cost modifications to its original sealed financial proposal, which are not based on revisions to the technical proposal.
- (6) The Committee shall evaluate and rank (if technical rankings are to be considered as a criteria for an award) the technical proposals. Should the City Manager determine in writing and in his/her sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror after approval of the City Manager. Otherwise, the Purchasing Manager shall open the financial proposals and apply the criteria for an award as specified in the RFP and make a recommendation to the Committee and make such financial proposals available to the Committee for its evaluation. The Committee, in its discretion, either as a whole or by a designated member or members, may then negotiate with the Offeror or Offerors the Committee selects in order to arrive at terms for a design-build contract the Committee determines the Committee can recommend to the City Manager.
- (7) The Committee shall make its recommendation for the selection of a design builder to the City Manager based on its evaluations of the technical and financial proposals. The contract shall be awarded to the Offeror who is fully qualified and has been determined to have provided the best value in response to the RFP and whose proposal is deemed to be in the best interest of the City.
- (8) The City's Purchasing Manager or designee will notify all Offerors who submitted proposals which Offeror was selected for the project. The Notice of Intent to Award may be used to make this notification. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one Offeror.
- (9) Upon request and in accordance with Va. Code § 2.2-4342, documentation of the process used for the final selection shall be made available to the unsuccessful Offerors.

C. CONSTRUCTION MANAGEMENT SOLICITATION AND AWARD PROCEDURES.

1. A Construction Management (CM) procurement method shall be a two-step competitive negotiation process. The following procedures shall govern the selection, evaluation, and award of CM contracts:
 - a. Criteria for use of Construction Management (CM): CM contracts may be approved for use on projects where: 1) fast tracking of construction is needed to meet City program requirements, or 2) value engineering and/or constructability analyses concurrent with design are required.
 - b. Approval for use: Prior to taking any action to pursue a CM project, the City's requesting department or division shall receive the written approval of the City Manager to use a CM contract procurement solicitation method. The request shall be in writing and shall justify and substantiate that a CM contract meets the criteria found in paragraph 1(a) above. The request must also include the stipulation that the CM contract will be initiated no later than the Schematic Phase of design. The request shall also include a written justification that sealed bidding is not practicable and/or fiscally advantageous. These justifications for the use of a CM contract shall also be stated in the Request for Qualifications (RFQ). Approval of or exceptions to this procedure may be granted by the City Manager, who is the approving authority for requests to use CM procedures.
 - c. Limitation of use: The use of CM solicitation method shall be limited to projects with a total construction value for all phases in excess of Five Hundred Thousand Dollars (\$500,000). The City's Purchasing Manager shall document the reasons for the City's justification for choosing the CM approach to meet the needs of the City over procuring the project utilizing a sealed bid approach prior to the issuance of an RFQ.
 - d. Basis of award: The basis of the award of a CM contract shall be in accordance with competitive negotiation for other than professional services as set forth in Va. Code §2.2-4301(3)(b) as it now exists or as it may be amended and the criteria for the award shall be submitted to the City's Purchasing Manager, in advance, for approval. It is noted that cost is a critical component of the selection process. However, such award shall also be in accordance with the provisions of Va. Code §2.2-4308 as it now exists or as it may be amended.
 - e. Evaluation Committee: The City shall establish an Evaluation Committee ("Committee") to be responsible for evaluating the qualifications of potential Offerors of CM and reviewing proposals submitted for such services. This Committee shall consist of a minimum of three (3) and a

maximum of five (5) voting members. The members of the Committee should have expertise relevant to the project, with backgrounds in such areas as project design, construction, finance, contract review, and/or project management. The Committee shall include a Virginia licensed engineer or architect. The membership of the Committee shall be determined by the City's Director of Public Works or designee.

f. Selection of Qualified Offerors (Step I – Request for Qualifications (RFQ)): The City's Purchasing Department shall conduct a prequalification process as follows to determine which Offerors are qualified to receive a Request for Proposal (RFP).

- (1) The City's Purchasing Manager shall prepare an RFQ containing the City's facility requirements, building and site criteria, site and survey data (if available), the criteria to be used to evaluate RFQ Responses, and other relevant information, including any unique capabilities or qualifications that will be required of the contractor. All Offerors shall have a licensed Class "A" contractor registered in the Commonwealth of Virginia as part of the project team.
- (2) The City's Purchasing Department shall publish notice of the City's RFQ at least ten (10) days prior to the date set for receipt of qualifications by advertising in a local newspaper of general circulation in the City of Roanoke, posting on the City's website, posting in the Noel C. Taylor Municipal Building at a location designated by the City's Purchasing Manager, and in such other manner as designated by the City's Purchasing Manager, so as to provide reasonable notice to the maximum number of Offerors that can be reasonably anticipated to submit qualifications in response to the particular RFQ. Additionally, qualifications may be solicited directly from potential Offerors. If practicable, the notice shall also be published in appropriate national trade publications.
- (3) The Committee shall evaluate each responding Offeror's RFQ response and any other relevant information and shall determine those Offerors deemed qualified with respect to the criteria established in the RFQ for the project.
- (4) The RFQ evaluation process shall result in a short list of two (2) to five (5) Offerors to receive an RFP. An Offeror may be denied prequalification only as specified under the Code of Virginia §2.2-4317(C). However, the short list shall also be based on the RFQ criteria and a determination by the Committee of which qualified Offerors should be on the short list based on such Offeror's response to the RFQ.

- (5) At least thirty (30) days prior to the date established for the submission of proposals to the RFP, the City's Purchasing Manager shall advise each Offeror in writing as to whether that Offeror has been prequalified. In the event that an Offeror is denied prequalification, the written notice shall state the reasons for the denial of prequalification and the factual basis for such reasons. Prequalified Offerors that are not selected for the short list shall likewise be provided the reasons for such decision.

g. Selection of a Construction Manager (Step II) – Request for Proposal (RFP):

- (1) The City's Purchasing Manager or designee shall send an RFP to the qualified Offerors on the short list and request submission of formal proposals from them. The criteria for award shall be included in the RFP.
- (2) Proposals as described in the RFP shall be submitted to the Purchasing Manager.
- (3) The Committee will evaluate and rank the proposals. After evaluation and ranking of the proposals, the Committee shall:
 - i. Conduct negotiations with two or more Offerors submitting the highest ranked proposals, (or)
 - ii. Should the Committee determine that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, the Committee shall recommend a contract may be negotiated and awarded to that Offeror.
- (4) The Committee shall make its recommendation on the selection of a construction manager to the City Manager based on the Committee's evaluation and negotiations. The contract shall be awarded to the Offeror who is fully qualified and has been determined to have provided the best value in response to the RFP and shall be made in accordance with the requirements of Va. Code §2.2-4308 as it now exists or as it may be amended.
- (5) The City's Purchasing Manager will notify all Offerors who submitted proposals which Offeror was selected for the project. The Notice of Intent to Award may be used to make this notification. When the terms and conditions of multiple awards are so provided for in the RFP, awards may be made to more than one Offeror.

- (6) Upon request, documentation of the process used for the final selection shall be made available to the unsuccessful Offerors, subject to the provisions of Va. Code §2.2-4342.
- h. Required CM Contract Terms: Any Guaranteed Maximum Price construction management contract entered into by the City will contain provisions requiring that (1) not more than 10% of the construction work (measured by cost of the work) will be performed by the CM with its own forces and (2) that the remaining 90% (or more) of the construction work will be performed by subcontractors of the CM which the CM must procure by publicly advertised, competitive sealed bidding to the maximum extent practicable. Documentation shall be placed in the file detailing the reasons any work was not procured by publicly advertised, competitive sealed bidding. The City Manager may modify these contractual requirements in whole or in part for projects where it would be fiscally advantageous to the public to increase the amount of construction work performed by the CM.
- i. Guaranteed Maximum Price (GMP): The GMP shall be established at the completion of the working drawings unless a waiver has been granted by the City Manager.
- j. One-Step Solicitation: The City Manager may approve a one-step solicitation for a project, if adequate written justification is provided by the City's Director of Public Works.

D. MISCELLANEOUS PROVISIONS.

The following terms and provisions allow the City Manager to adopt, implement, and enforce the Procedures set forth in this Ordinance in order to administer such Procedures and to allow the City Manager to modify such Procedures, if needed, to conform to the requirements of Va. Code §2.2-4308, and/or any other provisions of the Virginia Public Procurement Act, as they now exist or may be amended in the future.

- 1. The above procedures in this Ordinance are intended to be consistent with and shall be read to be consistent with the terms and provisions of Va. Code §2.2-4308 as it now exists or as it may be amended and with the procedures adopted by the Virginia Secretary of Administration as referred to in such Code Section for the purposes of soliciting and utilizing design-build and/or construction management contracts.
- 2. If any of the procedures set forth above are inconsistent with such Code Section or procedures adopted by the Virginia Secretary of Administration, as they may now exist or be amended from time to time, then the requirements of Va. Code §2.2-4308 and the procedures adopted

by the Virginia Secretary of Administration shall control and the above City procedures shall be deemed to be modified to conform to any such amended provisions and requirements.

3. The City reserves the right and shall be entitled to cancel any RFQ and/or RFP solicitation, and/or reject any proposals or responses at any time, before a final contract is signed by the City for a particular project. Such right shall be in the sole discretion of the City Manager.
 4. The City shall not be required to issue an RFQ and/or an RFP at the request of any potential Offeror. Such decision shall be in the sole discretion of the City Manager.
 5. The City shall not be responsible for any expenses or costs of any type incurred by any Offeror or potential Offeror at any stage of any solicitation, RFQ, or RFP process. Any Offeror participating, or any potential Offeror anticipating to participate, in a solicitation contemplated by this Ordinance, by submitting any documents or taking any actions in response to any solicitation shall be deemed to have agreed that such Offeror or potential Offeror is solely responsible for any and all of its costs and expenses of any type connected in any way with any such solicitation, even if such solicitation is cancelled and/or the proposals are rejected and no award is made.
 6. The City Manager is further authorized to take such actions and/or execute any additional documents that are needed to implement, administer, modify, and enforce the above City procedures, including the development of any guidelines necessary for such actions.
2. The effective date of this Ordinance shall be June 1, 2014.
 3. Pursuant to the provisions of Section 12 of the City Charter, the second reading by title to this Ordinance is hereby dispensed with.

ATTEST:

City Clerk.



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 5, 2014
Subject: Appropriation of Federal Asset Forfeiture Funds

Background:

In 1986, the United States Congress authorized the transfer of certain federally forfeited property to state and local law enforcement agencies that participated in the investigation and seizure of the property. Application for an equitable share of property seized by local law enforcement must be made to the U.S. Department of Justice and certified by the U. S. Attorney.

This property, including funds shared with state and local agencies may be used only for the purposes stated in the application, i.e., narcotics investigations related to law enforcement. Participation in federally forfeited property sharing enhances the effectiveness of narcotics investigations by providing necessary investigation equipment and offsets the costs that would otherwise be borne by the City's taxpayers.

Considerations:

The Police Department receives funds periodically from the Federal Asset Forfeiture Sharing Program. Federal law mandates that these seized funds be placed in an interest bearing account until forfeited and that the interest earned be used in accordance with program guidelines. Revenue in the amount of \$52,333 and interest in the amount of \$570 has been collected and is available for appropriation to the corresponding grant fund account.

The \$52,903 will be appropriated to the expendable equipment budget which will allow the Police Department to continue to acquire new and replacement equipment for officers (ballistic vests, computer software, etc.) as well as equipment for vehicles (cameras, partitions, and window barriers, etc.)

Recommended Action:

Adopt the accompanying budget ordinance to increase the revenue estimate in the Grant Fund the amount of \$52,903 and appropriate funding in the same amount in the corresponding expendable equipment account (35-640-3304-2035).

A handwritten signature in cursive script, appearing to read "C. Morrill".

Christopher P. Morrill
 City Manager

Distribution: Council Appointed Officers
 R. Brian Townsend, Assistant City Manager for Community Development
 Christopher C. Perkins, Chief of Police
 Amelia C. Merchant, Director of Management and Budget

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the Department of Justice Federal Asset Sharing Program and the Department of Treasury Federal Asset Sharing Program for enhancing law enforcement operations, amending and reordaining certain sections of the 2013-2014 Grant Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2013-2014 Grant Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

| | | | |
|---|------------------|----|--------|
| Appropriations | | | |
| DoJ Expendable Equipment | 35-640-3304-2035 | \$ | 52,903 |
| Revenues | | | |
| DoJ Federal Asset Forfeiture | 35-640-3304-3305 | | 52,333 |
| DoJ Federal Asset Forfeiture - Interest | 35-640-3304-3306 | | 570 |

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 5, 2014
Subject: Appropriation of State Asset Forfeiture Funds

Background:

In 1991, the Virginia General Assembly passed legislation allowing local law enforcement to seize property that is connected with illegal narcotics distribution. The Code of Virginia also makes it possible for police departments to receive proceeds from these forfeited properties. Application for an equitable share of the property seized by local law enforcement must be made to the Department of Criminal Justice Services, Forfeited Asset Sharing Program and be certified by the Chief of Police.

Property which includes funds shared with state and local agencies may be used only for law enforcement purposes. Program requirements mandate that these funds be placed in an interest bearing account and the interest earned be used in accordance with program guidelines.

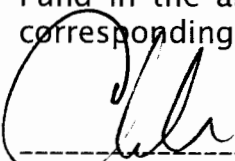
Considerations:

The Police Department receives funds periodically from the State Asset Forfeiture Sharing Program. The Code of Virginia mandates that these seized funds be placed in an interest bearing account until forfeited and that the interest earned be used in accordance with program guidelines. Revenue in the amount of \$41,591 and interest in the amount of \$373 have been collected and are available for appropriation to the corresponding grant fund account.

The \$41,964 will be appropriated to the expendable equipment budget which will allow the Police Department to continue to acquire new and replacement equipment for officers (ballistic vests, computer software, etc.) as well as equipment for vehicles (cameras, partitions, and window barriers, etc.)

Recommended Action:

Adopt the accompanying budget ordinance to increase the revenue estimate in the Grant Fund in the amount of \$41,964 and appropriate funding in the same amount in the corresponding expendable equipment account (35-640-3302-2035).



 Christopher P. Morrill
 City Manager

Distribution: Council Appointed Officers

R. Brian Townsend, Assistant City Manager for Community Development

Christopher C. Perkins, Chief of Police

Amelia C. Merchant, Director of Management and Budget

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the State Asset Sharing Program for enhancing law enforcement operations, amending and reordaining certain sections of the 2013-2014 Grant Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2013-2014 Grant Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

| | | |
|-----------------------------------|------------------|-----------|
| Appropriations | | |
| Expendable Equipment | 35-640-3302-2035 | \$ 41,964 |
| Revenues | | |
| State Asset Forfeiture - Interest | 35-640-3302-3299 | 373 |
| State Asset Forfeiture | 35-640-3302-3300 | 41,591 |

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 5, 2014
Subject: Acquisition of Real Property Rights for Garden City/Star Trail Connection Project

Background:

The Virginia Department of Transportation recently constructed a portion of Greenway as part of recent intersection improvements at Bennington Street and Riverland Road in the Southeast quadrant of the City of Roanoke to extend connectivity to the Roanoke River Greenway. The City is seeking to further extend this connection which will ultimately link the Roanoke River Greenway with the future Garnand Branch Trail along Garden City Boulevard and the Star City Trail at Riverland Road. This connection is commonly referred to as the Garden City/Star Trail Connection.

A Perpetual Right and Easement, 15 feet in width and 104 feet in length, is required to construct, improve, operate, inspect, use, monitor, maintain and repair or replace a Public Access Trail and Greenway upon, over, through and across a parcel of land belonging to the Grantor. A 15' Permanent Greenway Easement is to be acquired from Robert E. Kennedy and Tracy T. Kennedy.

In order to construct, operate, and maintain the proposed Public Trail Access Trail and Greenway, the City will need to acquire real property rights from private owners.

Considerations:

City Council action is necessary to authorize the acquisition of real property rights needed for the Star Trail Connection. The real property rights needed are outlined below, but are subject to minor variation of location and extent pending final engineering design details.

Funding for acquisition of the real property rights is available in the project account 08-530-9627, Garden City Greenway Trail Connector.

| Tax Map Parcel Number | Address | Owner | Required Property Rights |
|------------------------------|-------------------------|------------------------------|--|
| 4250103 | 1270 Riverland Road, SE | Robert W. & Tracy H. Kennedy | A perpetual Right and Easement (15' in width and 104' in length) |

Recommended Action:

Authorize the acquisition of any real property rights needed to construct the proposed Garden City/Star Trail Connection, including but not limited to the specific property rights identified in this City Council Agenda Report, by negotiation and execution of the appropriate acquisition documents by the City Manager, such documents to be approved as to form by the City Attorney.



Christopher P. Morrill
City Manager

Distribution: Council Appointed Officers
Sherman M. Stovall, Assistant City Manager for Operations
Robert K. Bengtson, P.E., Director of Public Works
Philip C. Schirmer, P.E., City Engineer
Cassandra L. Turner, Economic Development Specialist

Mc

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE providing for the acquisition of real property rights needed by the City in connection with the Garden City/Star Trail Connection Project ("Project"); authorizing City staff to acquire such property rights by negotiation for the City; authorizing the City Manager to execute appropriate acquisition documents; and dispensing with the second reading by title of this Ordinance.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. The City wants and needs a permanent easement, approximately 15 feet in length and 104 feet in width, across private property designated as Roanoke Official Tax Map No. 4250103, known as 1270 Riverland Road, S.E., Roanoke, Virginia, presently owned by Robert W. Kennedy and Tracy H. Kennedy, as set forth in the City Council Agenda Report dated May 5, 2014, for the Garden City/Star Trail Connection, designed to link the Roanoke River Greenway to the future Garnand Branch Trail, and Star City Trail, such connection to be located in the Southeast quadrant of the City in the general vicinity of Bennington Street and Riverland Road. The proper City officials and City staff are hereby authorized to acquire by negotiation for the City the necessary real property interests and appropriate ancillary rights with respect to the real property referred to in the above mentioned Agenda Report and any other real property parcel or property interests needed for the Project for such consideration as the City Manager may deem appropriate. All requisite documents shall be approved as to form by the City Attorney.

2. The City Manager is further authorized to execute appropriate acquisition documents for the above mentioned parcel(s) for such consideration as deemed appropriate for

the necessary interests, provided, however, the total consideration offered or expended, including costs, title search fees, appraisal costs, recordation fees, and other related costs shall not exceed the funds available in the Project's account for such purposes, without further authorization of Council. Upon the acceptance of any offer and upon delivery to the City of appropriate acquisition documents, approved as to form by the City Attorney, the Director of Finance is authorized to pay the respective consideration to the owners of the real property interest conveyed, certified by the City Attorney to be entitled to the same.

3. Pursuant to the provisions of Section 12 of the City Charter, the second reading of this Ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 5, 2014
Subject: Request for Encroachment Permit for Retaining Wall located at 2916 Hollowell Ave., SW, TM No. 1650917

Background:

Linda Thompson, the property owner of 2916 Hollowell is in the process of replacing a retaining wall located within the public right-of-way of Hollowell Avenue in front of the property. The proposed wall will encroach approximately 5.50' into the right-of-way from the property line, and will be 1 ½' wide and approximately 50' long. Please see the attached plat. The owner has requested the City allow the continued encroachment of the described retaining wall, as permitted by Sec. 15.2-2011, Code of Virginia. As a condition to authorizing the encroachment, the owner will be required to indemnify and hold the City harmless against any claims against the City arising out of the maintenance and upkeep of the encroachment, and to maintain liability insurance, naming the City as an additional insured, for the encroachment.

Recommended Action:

Authorize the above referenced encroachment subject to the terms and conditions contained in the proposed measure, and authorize the City Manager to execute the appropriate document(s) granting the encroachment as described above, such document to be approved as to form by the City Attorney.

 Christopher P. Morrill
 City Manager

Attachment: Plat

Distribution: Council Appointed Officers
 R. Brian Townsend, Assistant City Manager for Community Development
 Wayne F. Bowers, Director of Economic Development
 Cassandra L. Turner, Economic Development Specialist

NOTES:

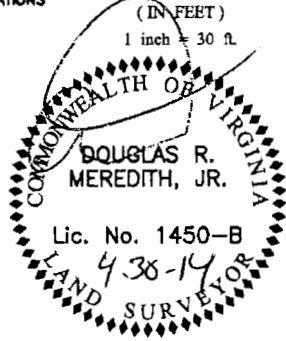
1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE SEARCH AND THEREFORE MAY NOT SHOW ALL ENCUMBRANCES.
2. THIS PROPERTY AS PLATTED DOES NOT FALL WITHIN THE 100 YEAR FLOOD ZONE. FEMA FLOOD ZONE: "X" MAP # 51181C0184G HAS NOT BEEN VERIFIED BY ACTUAL FIELD ELEVATIONS
3. THIS PLAT WAS PREPARED FROM AN ACTUAL AND CURRENT FIELD SURVEY.
4. OWNER: HABITAT FOR HUMANITY
5. ANY PHYSICAL IMPROVEMENTS NOT DIMENSIONED, SHALL NOT BE SCALED.
6. LEGAL REFERENCE: INST. #070018607
7. PROPERTY CURRENTLY ZONED: R-5

GRAPHIC SCALE

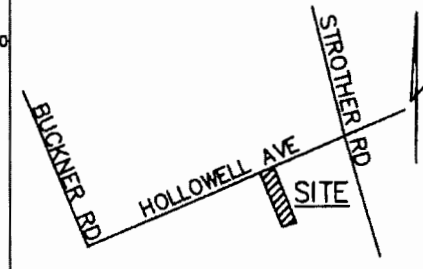


(IN FEET)

1 inch = 30 ft.



- LEGEND**
- SURVEYED PROPERTY LINE
 - DEED LINE
 - SET REBAR
 - EXISTING IRON FOUND
 - OE— OVERHEAD ELECTRIC
 - WATER METER
 - ⊕ POWER POLE



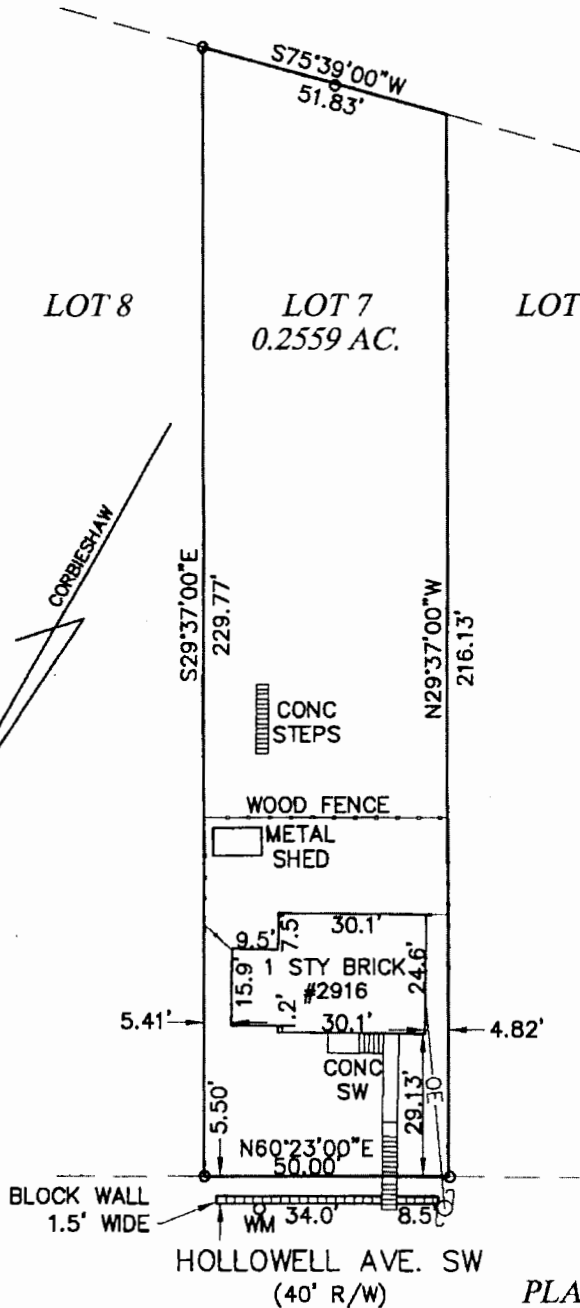
VICINITY MAP

NO SCALE

LOT 8

LOT 7
0.2559 AC.

LOT 6



PLAT OF SURVEY
SHOWING
LOT 7, BLOCK 9
"CORBIESHAW"

FOR
LINDA S. THOMPSON
CITY OF ROANOKE, VIRGINIA
SURVEYED: DECEMBER 4, 2013 COMM: #4144



Engineering
Architecture
Surveying
Landscape Design

lmweng@lmw.roacoxmail.com

102 Albemarle Ave
Roanoke, Virginia
24013

www.lmwpc.com
ph: 540.345.0675
fax: 540.342.4456

PUBLIC RIGHT OF WAY LOCATED
ADJACENT TO ROANOKE OFFICIAL TAX MAP NO: 1650917

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE allowing an encroachment requested by Linda Thompson, owner of 2916 Hollowell Ave., S.W., located in the City of Roanoke, Virginia, to place an approximately 50 foot long, and 1 ½ foot wide, retaining wall, approximately 5.50 feet into the City's public right-of-way located at 2916 Hollowell Ave., S.W., Roanoke, Virginia, upon certain terms and conditions, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that:

1. Pursuant to Section 15.2-2009 of the Code of Virginia (1950) as amended, authorization is hereby granted to Linda Thompson owner of 2916 Hollowell Ave., S.W., and her grantees, assignees, or successors in interest, to allow the encroachment of an approximately 50 foot long, and 1 ½ foot wide, retaining wall, to be placed approximately 5.50 feet in the City's public right-of-way located on Hollowell Ave., S.W., adjacent to property designated as Roanoke Official Tax Map No. 1650917, as more particularly set forth and described in the City Council Agenda Report dated May 5, 2014.

2. Such authorization shall be revocable at the pleasure of the Council of the City of Roanoke, and subject to all the limitations contained herein and in Section 15.2-2009 of the Code of Virginia (1950) as amended, which are incorporated herein by reference.

3. It is agreed by Linda Thompson that, in maintaining such encroachment, Linda Thompson and her grantees, assignees, or successors in interest, agree to indemnify and save

harmless the City of Roanoke, its officers, agents, and employees from any and all claims for injuries or damages to persons or property, including attorney's fees, that may arise by reason of the above-described encroachment. Linda Thompson agrees that the encroachment shall be removed at any time from the right of way upon written demand of the City of Roanoke, and that such placement and removal of the encroachment shall be at the sole cost and expense of Linda Thompson or her grantees, assignees, or successors in interest. Linda Thompson agrees that she shall repair, restore, and replace any damage to the encroachment, and any damage to the public right-of-way, caused by the placement and removal of the encroachment, at Linda Thompson or the then current owner's sole cost and expense.

4. Linda Thompson, her grantees, assigns or successors in interest, shall, for the duration of this permit, maintain on file with the City Clerk's Office evidence of insurance coverage in an amount not less than \$300,000 of general liability insurance. The certificate of insurance must list the City of Roanoke, its officers, agents, and employees as additional insureds, and an endorsement by the insurance company naming these parties as additional insureds must be received within thirty (30) days of passage of this ordinance. The certificate of insurance shall state that such insurance may not be canceled or materially altered without thirty (30) days written advance notice of such cancellation or alteration being provided to the Risk Management Officer for the City of Roanoke.

5. The City Clerk shall transmit an attested copy of this ordinance to Linda Thompson at 1845 Carlton Road, SW, Roanoke, VA 24015.

6. The obligations and requirements of this Ordinance shall run with the land and are binding on Linda Thompson and her grantees, assignees, or successors in interest

7. This ordinance shall be in full force and effect at such time as a copy, duly signed, sealed, and acknowledged by Linda Thompson has been admitted to record, at the cost of Linda Thompson, in the Clerk's Office of the Circuit Court for the City of Roanoke, and shall remain in effect only so long as a valid, current certificate evidencing the insurance required in Paragraph 3 above is on file in the Office of the City Clerk. In the event this Ordinance is not signed by Linda Thompson and recorded in the Circuit Court Clerk's Office for the City of Roanoke within ninety (90) days from the adoption of this Ordinance, this Ordinance shall terminate and be of no further force and effect.

8. Pursuant to Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

(SEAL)

Linda Thompson

I, a Notary Public in and for the State and City aforesaid, do certify that the foregoing instrument was acknowledged before me this ____ day of _____, 2014, by Linda Thompson.

Notary Public
Registration No. _____



CITY OF ROANOKE
DEPARTMENT OF FINANCE
 215 Church Avenue, SW, Suite 461
 Roanoke, Virginia 24011-1220
 Telephone: (540) 853-2821
 Fax: (540) 853-6142

ANN H. SHAWVER, CPA
 Director of Finance

ANDREA F. TRENT
 Assistant Director of Finance

May 5, 2014

Dear Mayor Bowers and Members of City Council:

Subject: March FY14 Financial Report – City of Roanoke

The following financial report provides commentary on the City's financial results for the nine months ended March 31, 2014.

FY14 year-to-date revenues decreased 0.3% or \$464,000 from FY13 as presented in the accompanying financial statements. The budgeted increase was 2.1% when comparing the FY14 adopted budget against the FY13 adjusted final results. The FY14 decreases have been mainly related to the timing of grants and aids received from the Commonwealth, partially offset by increases in general property tax revenue, certain local tax revenues, and permits and fees. The current revenue projection for FY14 is \$2.6 million or 1.0% below the adopted budget. The main contributors to this anticipated revenue shortfall are underperforming sales and communications taxes. The City is continuously analyzing its revenue estimates in light of recent economic trends. Significant year-to-year variances are explained in further detail in this report.

Year-to-date expenditures in FY14 increased 3.2% from the prior year. The adopted expenditure budget for FY14 was 1.7% or \$4.3 million higher than the adjusted FY13 actual results. The primary drivers of the actual compared to budgeted increase have been the timing of payments for contracts, services and transfers such as paving and employee health services. These timing issues should be resolved by the end of the year. Major expenditure variances are described in further detail in the expenditure section of this report. Expenditure adjustments have been made to ensure that expenditures align with the revised revenue forecast.

Revenues:

Commentary on the significant categories of revenues and/or significant revenue variance is provided as follows:

General Property Tax revenues were up by 0.4% or \$298,000 compared to FY13 primarily due to the exoneration of a large personal property tax account in the prior year that was not repeated in the current year. For FY14 as a whole, personal property tax revenues are expected to increase approximately 2%. The due date for this significant source of City revenue is June 2nd.

Other Local Tax revenues increased 1.1% or \$544,000 compared to the same period in FY13. The main drivers of the growth included an increase of 1.5% in Business and Occupational License tax, 2.5% in the Transient Occupancy tax (when adjusted for the tax rate change), 2.5% in the Prepared Food and Beverage tax, and a 7.3% increase in Admissions tax. These increases were partially offset by a decrease of \$289,000 in Sales tax. Similar to surrounding jurisdictions, Sales tax for the City has declined in FY14 with consumer spending thought to be negatively affected by severe winter weather. Sales tax also decreased when strong retail performance in FY13 related to activities that followed the derecho event was not repeated in FY14. Through February, Sales tax is approximately 2.1% below FY13 and 5.9% below the FY14 adopted estimate.

Fines and Forfeitures declined 19.2% or \$202,000 from the prior year mainly as a result of reduced collection fees.

Revenue from Use of Money and Property grew 25.6% or \$25,000 primarily related to increased park rental fees, mainly at Elmwood Park for the upcoming festival season.

Intergovernmental revenues are down 4.0% or \$1.5 million mainly due to the timing of grants and aid received from the Commonwealth. Comprehensive Services Act (CSA) and Compensation Board reimbursements from the Commonwealth were received earlier in the prior year. However, the Local Aid to the Commonwealth was eliminated, having a positive effect on revenues, based on action during the 2013 General Assembly session.

Internal Services increased 15.6% or \$247,000 over FY13 primarily related to earlier reimbursement from the Risk Management Fund for employee health services charges.

Transfers From Other Funds increased 159.7% or \$80,000 mainly related to a transfer from the Capital Projects Fund for the purchase of Fire/EMS equipment. Transfers between funds can vary from year to year based on interfund activities.

Expenditures:

The fiscal year 2014 adopted General Fund expenditure budget totaled \$260.0 million and included funding of approximately \$1.6 million to cover contracts and purchase orders made during fiscal year 2013 but not paid by the end of that year, for a total of \$261.6 million. Based on a \$500,000 or 10% variance threshold at the category level, variances are discussed as follows:

General Government increased 8.4% or \$881,000 over FY13. The main driver of the increase was the contract for employee health services, which was put in place later in the prior year.

Public Works increased 7.0% or \$1.4 million from FY13. The increase was mainly related to higher street paving and maintenance expenditures in the current year, portions of which are funded by the Commonwealth on a quarterly basis.

Community Development increased 19.3% or \$799,000 over the prior year mainly related to the Roanoke Valley Convention and Visitors Bureau's (RVCVB) marketing initiative. This initiative was partially funded by a 1.0% increase in the Transient Occupancy tax, effective January 1, 2013.

Transfer to School Fund increased 2.5% or \$1.3 million as a result of an increase in funding to Roanoke City Public Schools from the prior year.

Civic Facilities Fund

Operating Revenues for the fiscal year decreased 4.0% or \$218,000 compared to the prior fiscal year and Operating Expenses decreased by 1.1% or \$69,000. The year-to-date Operating Loss for the Civic Center is \$1,172,000. This was an additional loss of 14.6% or \$149,000 compared to FY13.

Through March, the net operating loss for Global Spectrum, which manages the Civic facilities, has underperformed \$231,000 compared to their FY14 operating budget. Global Spectrum's current forecast projects that performance will be approximately \$149,000 less than budgeted for the fiscal year. The year-to-date operating loss through March was primarily due to lower than expected attendance at concerts, changes in event dates and increased utilities expense.

A new Governmental Accounting Standards Board (GASB) statement (No. 65) changed the way certain debt-related costs were reported. These costs were previously amortized over the life of the debt. In accordance with the statement, these expenditures must be recognized within the year incurred and no longer amortized. The Civic Center implemented GASB statement 65 during FY14. As a result, the Civic Center reported a one-time interest expense of \$120,000 in FY14.

Change in Net Position for FY14 was a decrease of \$627,000, compared to a FY13 decrease of \$371,000, a deterioration of \$256,000. This deterioration was partially the result of the one-time interest expense outlined above. Excluding the one-time interest expense, Change in Net Position deteriorated \$136,000 compared to FY13.

Parking Fund

The City's Parking Fund operates seven garages and six surface lots with a total FY14 budget of \$3.3 million. While each facility generates varying levels of income or loss,

the Parking Fund as a whole meets all cash flow needs, including debt service, without a General Fund subsidy and generates sufficient working capital to fund facility improvements and repairs.

FY14 year-to-date operating revenues through March increased 3.8% or \$91,000 compared to FY13. The Center in the Square Garage saw a significant increase in revenue from short-term parking. Elmwood Park Garage and Campbell Garage also showed strong performance. An increase in residential parkers at the Church Avenue Garage partially offset lost revenue that accumulated earlier in the fiscal year. In total, six parking facilities outperformed FY13 and seven did not. Operating revenues, excluding on-street parking tickets and special projects, increased \$58,000 or 2.7% compared to FY13. On street parking ticket revenues declined about \$42,000 or 14.4%, impacted by staffing levels and changes in hours of public parking availability.

Operating expenses increased \$106,000 or 5.4% in FY14 compared to FY13. This was primarily due to an increase in expense for special projects in the parking area including research regarding parking meters, technology improvements, credit card acceptance and other advancements in parking management. An offsetting billing to the General Fund provides revenue to cover this cost.

A new Governmental Accounting Standards Board (GASB) statement (No. 65) changed the way certain debt-related costs were reported. These costs were previously amortized over the life of the debt. In accordance with the statement, these expenditures must be recognized within the year incurred and no longer amortized. The Parking Fund implemented GASB statement 65 during FY14. As a result, the Parking Fund reported a one-time interest expense of \$119,000 in FY14.

The Parking Fund net position decreased \$253,000. Excluding the one-time interest expense adjustment, the Parking Fund overall net position decreased \$134,000, compared to an increase of \$21,000 in the prior year.

City of Roanoke Pension Plan

The Pension Trust Fund experienced an investment gain of 16.8% for the fiscal year-to-date through March 2014, which reflects gains in the domestic equity, international equity, convertible bond, real estate, fixed income, and alternative asset categories of investments. Investment performance for this period was above the Policy Portfolio benchmark performance of 14.6% primarily due to performance in the domestic equity and fixed income categories. Pension Plan investment decisions are made with a long-term view, and the Roanoke Plan has outperformed its benchmark on all but one measure. For the ninth month period ending March 2014, Plan Net Assets increased \$41million. This was a result of \$9.6 million in employer contributions and \$55.5 million in net investment gains offset by \$24.1 million in benefit payments and Plan

Honorable Mayor and Members of Council
May 5, 2014
Page 5

administrative expenses. Benefits Paid to Participants increased 3.6% due to a combination of the 1.4% cost of living adjustment provided to eligible retirees effective July 1, 2013 and higher retirement allowances having been earned by more recent retirees.

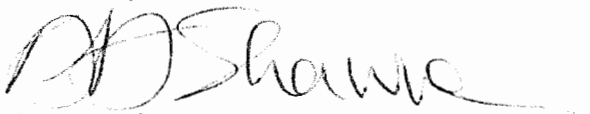
Closing

In closing, the US economy added 192,000 jobs in March and the unemployment rate held steady at 6.7%, a concrete sign that the recovery remains on track despite a slowdown over the winter. The Roanoke City unemployment rate was 5.3% in February, the lowest since January 2009. U.S. consumer confidence rose in March to its highest in more than six years as expectations brightened. The overall economy is expected to continue improving. The Federal Reserve is continuing its policy to hold interest rates at all-time lows and predicts this will continue at least through late 2014.

The City's fiscal 2014 revenues through March were down 0.3% compared to the prior year. The timing difference in reimbursements received from the Commonwealth and underperformance of sales tax revenues were the main drivers of the decline. Expenditures outpaced the prior year by 3.2%, mainly driven by various timing issues, and are expected to remain within the budget for the year as a whole. The increase in expenditures was partially related to the timing of several large contracts and payments for services. The City's financial performance will continue to be carefully monitored by the various departments which are involved with oversight of the City's budgeting and financial processes.

Please contact me with any questions you have on these financial statements.

Sincerely,



Ann H. Shawver
Director of Finance

Attachments

- c: Council Appointed Officers
 - Sherman M. Stovall, Assistant City Manager for Operations
 - R. Brian Townsend, Assistant City Manager for Community Development
 - Amelia C. Merchant, Director of Management and Budget
 - Deborah J. Moses, Parking Facilities Manager
 - Robyn L. Schon, General Manager, Global Spectrum

**City of Roanoke, Virginia
Report of City Manager Transfers
Nine Months Ended March 31, 2014
(Unaudited)**

| <u>Transfer Number</u> | <u>Date</u> | <u>Explanation</u> | <u>From</u> | <u>To</u> | <u>Amount</u> |
|-----------------------------------|--------------------|---|--|--|----------------------|
| CMT13-00109 | 07/09/13 | Electronic Poll Books, Printers, Backup Voting Machine Batteries, and Poll Book Peripherals | General Fund Contingency | Electoral Board | \$ 18,172 |
| CMT13-00111 | 07/10/13 | Temporary Wages and FICA for Personal Property Tax Records Scanning Project | General Fund Contingency | Commissioner of the Revenue | 17,224 |
| CMT13-00123 | 08/06/13 | Virginia Municipal League American Electric Power Rate Steering Committee Assessment and Road Repair due to July Flooding | General Fund Contingency | Traffic Engineering & Operations; Street Maintenance | 71,567 |
| CMT13-00127 | 08/09/13 | Salt/Brine Spreader Transportation Vehicle | Transportation - Snow Removal | Fleet Management - Nonoperating | 15,599 |
| CMT13-00128 | 08/12/13 | Phase I of Security Enhancements at Public Works Service Center (PWSC) | Capital Fund Contingency | PWSC Security Enhancements | 65,000 |
| CMT13-00128 | 08/12/13 | FY14 Citizen Survey | General Fund Contingency | Department of Mangament & Budget | 23,170 |
| CMT13-00131 | 08/15/13 | Harmony Computer System License | General Fund Contingency | Social Services | 14,100 |
| CMT13-00138 | 08/26/13 | Fire/EMS Records Management System | Capital Fund Contingency | Fire Operations | 19,700 |
| CMT13-00140 | 08/27/13 | Replace Trees in Downtown Roanoke | General Fund Contingency | Parks | 10,000 |
| CMT13-00175 | 09/09/13 | Transfer Remaining Unused Funds from Art District Plan Project | Art District Plan | Economic Development | 10,000 |
| CMT13-00190 | 10/04/13 | Plotter/Scanner for Building Inspections and Engineering | General Fund Contingency | Building Inspections; Engineering | 33,412 |
| CMT13-00192 | 10/08/13 | Donations Received for Specific Programs | General Fund Contingency | Police - Services | 18,617 |
| CMT13-00199 | 10/28/13 | Bi-directional Antenna at William Fleming High School | Capital Fund Contingency | Network Infrastructure Replacement Program | 22,000 |
| CMT13-00205 | 11/15/13 | Ventrac Mower for Roanoke River Bench Cut Maintenance | General Fund Contingency; Street Maintenance; Parks | Fleet Management - Nonoperating | 26,089 |
| CMT13-00206 | 11/15/13 | Deer Culling | General Fund Contingency | Police - Animal Control | 37,500 |

City of Roanoke, Virginia
Report of City Manager Transfers
Nine Months Ended March 31, 2014
(Unaudited)

| <u>Transfer Number</u> | <u>Date</u> | <u>Explanation</u> | <u>From</u> | <u>To</u> | <u>Amount</u> |
|----------------------------|-------------|--|--|--|---------------|
| CMT13-00208 | 11/25/13 | Salt and Snow Removal Equipment | General Fund Contingency | Transportation - Snow Removal | \$ 45,664 |
| CMT13-00232 | 12/30/13 | Asbestos Removal at the Jail | Jail | Building Maintenance | 10,000 |
| CMT13-00233 | 12/31/13 | Ten Defibrillators for Fire/EMS | Capital Fund Contingency | Fire - Operations | 75,000 |
| CMT14-00043 | 01/14/14 | Salt (750 tons) for Transportation | General Fund Contingency | Transportation - Snow Removal | 54,615 |
| CMT14-00045 | 01/22/14 | Close Grant Project Account | Neighborhood Community Development Building Grant Project FY10 | Neighborhood Community Development Building Grant Project FY14 | 12,721 |
| CMT14-00049 | 02/11/14 | Memorial Bridge Greenway Connector | Capital Fund Contingency | Roanoke River Greenway/ Tinker Creek Bridge #129- | 62,500 |
| CMT14-00050 | 02/18/14 | Virginia Department of Transportation Administrative Expenses for the 13th Street and Hollins Road Project | Capital Fund Contingency | 13th Street Widening | 51,100 |
| CMT14-00056 | 03/07/14 | Emergency Operation Center Tables and Chairs | Capital Fund Contingency | Building Maintenance | 14,925 |
| CMT14-00064 | 03/18/14 | E911 Merger Study Consulting Fees | Capital Fund Contingency | Consulting for E911 Merger Study | 23,788 |
| CMT14-00067 | 03/21/14 | Shenandoah Avenue Storm Drain Project | Pheasant Ridge Road Construction | Capital Street Paving FY14 | 13,661 |

Notes:

Under City Code section 2-121, the City Manager has authority to make transfers up to \$75,000 between departments from July through March and in any amount from April to June. The City Manager has the authority to make unlimited transfers within departments. The scope of this report is limited to interdepartment transfers that are \$10,000 or greater.

City of Roanoke, Virginia
Report of City Manager Contingency
Nine Months Ended March 31, 2014
(Unaudited)

| <u>Transfer Number</u> | <u>Date</u> | <u>Explanation</u> | <u>To</u> | <u>Amount</u> |
|---|-------------|--|---|---------------------|
| Balance of Contingency at July 1, 2013 | | | | \$ 1,291,511 |
| <u>Contingency Transfers:</u> | | | | |
| CMT13-00123 | 08/06/13 | Virginia Municipal League American Electric Power Rate Steering Committee Assessment and Road Repair Due to July Flooding | Traffic Engineering & Operations; Street Maintenance | (71,567) |
| CMT13-00140 | 08/27/13 | Replace Trees in Downtown | Parks | (10,000) |
| CMT13-00182 | 09/23/13 | Virginia Municipal League 2014 Preparations | Office of Communications | (5,000) |
| CMT13-00208 | 11/25/13 | Salt and Snow Removal Equipment | Transportation - Snow Removal | (45,664) |
| CMT14-00043 | 01/14/14 | Salt (750 tons) | Transportation - Snow Removal | (54,615) |
| CMT14-00048 | 02/04/14 | United Way Campaign; Fire/EMS Equity & Diversity Conference | City Manager; Fire - Support | (18,138) |
| Available Contingency at March 31, 2014 | | | | <u>\$ 1,086,527</u> |

CITY OF ROANOKE, VIRGINIA
GENERAL FUND
FOR THE NINE MONTHS ENDED MARCH 31, 2014

STATEMENT OF REVENUE
(UNAUDITED)

| Revenue Source | Current Revenue Budget | Revenue Budget Variance | Actual (Restated) July 1 - March 2013 - 2014 | Actual July 1 - March 2012 - 2013 | FY14 vs FY13 Variance | Percent of Budget Received |
|--|------------------------------|-------------------------------|--|---|--------------------------|----------------------------------|
| General Property Taxes | \$ 105,388,000 | \$ (37,652,385) | \$ 67,735,615 | \$ 67,437,859 | 0.4% | 64.3% |
| Other Local Taxes | 74,518,000 | (25,566,828) | 48,951,172 | 48,406,780 | 1.1% | 65.7% |
| Permits, Fees and Licenses | 1,034,000 | (193,560) | 840,440 | 797,473 | 5.4% | 81.3% |
| Fines and Forfeitures | 1,592,000 | (741,395) | 850,605 | 1,052,306 | (19.2%) | 53.4% |
| Revenue from Use of Money and Property | 214,000 | (89,015) | 124,985 | 99,503 | 25.6% | 58.4% |
| Intergovernmental | 65,722,000 | (29,416,153) | 36,305,847 | 37,800,904 | (4.0%) | 55.2% |
| Charges for Services | 8,508,000 | (2,898,098) | 5,609,902 | 5,699,978 | (1.6%) | 65.9% |
| Internal Services | 2,507,000 | (672,707) | 1,834,293 | 1,587,136 | 15.6% | 73.2% |
| Transfers From Other Funds | 129,897 | - | 129,897 | 50,012 | 159.7% | 100.0% |
| Miscellaneous Revenue | 550,000 | (65,506) | 484,494 | 398,905 | 21.5% | 88.1% |
| Total | \$ 260,162,897 | \$ (97,295,647) | \$ 162,867,250 | \$ 163,330,856 | (0.3%) | 62.6% |

Note: Other Local Taxes and Intergovernmental Revenues have been restated for net transfers of Public Facilities Tax recorded in error as Local Sales Tax relating to the Hotel Roanoke

STATEMENT OF EXPENDITURES AND ENCUMBRANCES
(UNAUDITED)

| Expenditures | Current Expenditure Budget | Uncommitted Balance | Actual July 1 - March 2013 - 2014 | Actual July 1 - March 2012 - 2013 | FY14 vs FY13 Variance | Percent of Budget Obligated |
|--------------------------------|----------------------------------|------------------------|---|---|--------------------------|-----------------------------------|
| General Government | \$ 14,221,418 | \$ 2,819,262 | \$ 11,402,156 | \$ 10,521,211 | 8.4% | 80.2% |
| Judicial Administration | 8,027,131 | 1,969,134 | 6,057,997 | 5,922,136 | 2.3% | 75.5% |
| Public Safety | 61,850,395 | 12,672,391 | 49,178,004 | 47,790,227 | 2.9% | 79.5% |
| Public Works | 26,117,526 | 5,338,772 | 20,778,754 | 19,417,322 | 7.0% | 79.6% |
| Health and Welfare | 36,961,483 | 10,785,590 | 26,175,893 | 25,790,094 | 1.5% | 70.8% |
| Parks, Recreation and Cultural | 9,698,966 | 2,114,743 | 7,584,223 | 7,418,066 | 2.2% | 78.2% |
| Community Development | 7,008,303 | 2,067,799 | 4,940,504 | 4,141,531 | 19.3% | 70.5% |
| Transfer to Debt Service Fund | 13,225,490 | 608,315 | 12,617,175 | 13,021,234 | (3.1%) | 95.4% |
| Transfer to School Fund | 74,506,400 | 18,626,598 | 55,879,802 | 54,543,111 | 2.5% | 75.0% |
| Nondepartmental | 10,107,842 | 6,105,679 | 4,002,163 | 3,902,655 | 2.5% | 39.6% |
| Total | 261,724,953 | \$ 63,108,282 | \$ 198,616,671 | \$ 192,467,587 | 3.2% | 75.9% |

**CITY OF ROANOKE, VIRGINIA
CIVIC FACILITIES FUND
COMPARATIVE STATEMENT OF REVENUES AND EXPENSES
FOR THE NINE MONTHS ENDED MARCH 31, 2014
(UNAUDITED)**

| | <u>FY 2014</u> | <u>FY 2013</u> |
|--|---------------------|---------------------|
| <u>Operating Revenues</u> | | |
| Rentals | \$ 2,677,905 | \$ 3,168,156 |
| Event Expenses | 1,485,785 | 1,059,791 |
| Advertising | 90,798 | 108,044 |
| Admissions Tax | 349,173 | 360,526 |
| Facility Surcharge/Ticket Rebate | 330,714 | 361,928 |
| Commissions | 133,612 | 188,000 |
| Ancillary | 79,743 | 75,497 |
| Miscellaneous | <u>83,473</u> | <u>127,428</u> |
| Total Operating Revenues | 5,231,203 | 5,449,370 |
| <u>Operating Expenses</u> | | |
| Personal Services | 810,185 | 929,222 |
| Operating Expenses | 4,629,614 | 4,582,254 |
| Management Fees | 282,198 | 275,816 |
| Depreciation | <u>680,940</u> | <u>684,875</u> |
| Total Operating Expenses | <u>6,402,937</u> | <u>6,472,167</u> |
| Operating Loss | (1,171,734) | (1,022,797) |
| <u>Nonoperating Revenues/(Expenses)</u> | | |
| Investment Income | 70,508 | 48,803 |
| Interest Expense* | <u>(542,606)</u> | <u>(369,709)</u> |
| Net Nonoperating Expenses | <u>(472,098)</u> | <u>(320,906)</u> |
| Loss Before Transfers and Contributions | (1,643,832) | (1,343,703) |
| <u>Transfers and Contributions</u> | | |
| Transfer from General Fund | 1,017,097 | 1,013,068 |
| Transfer to Debt Service Fund | <u>-</u> | <u>(40,825)</u> |
| Net Transfers and Contributions | <u>1,017,097</u> | <u>972,243</u> |
| Change in Net Position | <u>\$ (626,735)</u> | <u>\$ (371,460)</u> |

* Interest Expense for FY 2014 includes a one-time adjustment of \$120,000 for the implementation of GASB statement 65.

**CITY OF ROANOKE, VIRGINIA
PARKING FUND
COMPARATIVE STATEMENT OF REVENUES AND EXPENSES
FOR THE NINE MONTHS ENDED MARCH 31, 2014
(UNAUDITED)**

| | <u>FY 2014</u> | <u>FY 2013</u> |
|---|---------------------|------------------|
| <u>Operating Revenues</u> | | |
| Market Garage | \$ 346,055 | \$ 358,325 |
| Elmwood Park Garage | 418,168 | 400,583 |
| Center in the Square Garage | 258,997 | 223,053 |
| Church Avenue Garage | 404,508 | 425,252 |
| Tower Garage | 289,637 | 281,628 |
| Gainsboro Garage | 92,683 | 98,582 |
| Campbell Garage | 92,458 | 67,276 |
| Williamson Lot | 67,667 | 64,257 |
| Higher Ed Center Lot | 42,217 | 42,917 |
| Market Lot | 16,914 | 16,797 |
| Elmwood Lot | 60,670 | 61,086 |
| Warehouse Row Lot | 23,575 | 30,388 |
| West Church/YMCA Lots | 19,703 | 19,703 |
| Off Street Parking Violations (All Locations) | 38,368 | 23,992 |
| On Street Parking Violations | 252,616 | 295,039 |
| Other Income | 75,854 | - |
| Total Operating Revenues | <u>2,500,090</u> | <u>2,408,878</u> |
| <u>Operating Expenses</u> | | |
| Operating Expenses | 1,321,931 | 1,223,208 |
| Depreciation | 734,256 | 726,912 |
| Total Operating Expenses | <u>2,056,187</u> | <u>1,950,120</u> |
| Operating Income | <u>443,903</u> | <u>458,758</u> |
| <u>Nonoperating Revenues/(Expenses)</u> | | |
| Investment Income | 55,253 | 43,076 |
| Miscellaneous | - | 17,455 |
| Interest Expense* | (740,391) | (497,951) |
| Net Nonoperating Expenses | <u>(685,138)</u> | <u>(437,420)</u> |
| Income/(Loss) Before Transfers and Contributions | <u>(241,235)</u> | <u>21,338</u> |
| <u>Transfers and Contributions</u> | | |
| Transfer to Capital Projects Fund | (11,280) | - |
| Net Transfers and Contributions | <u>(11,280)</u> | <u>-</u> |
| Change in Net Position | <u>\$ (252,515)</u> | <u>\$ 21,338</u> |

* Interest Expense for FY 2014 includes a one-time adjustment of \$119,000 for the implementation of GASB statement 65.

CITY OF ROANOKE, VIRGINIA
CITY TREASURER'S OFFICE
GENERAL STATEMENT OF ACCOUNTABILITY
FOR THE MONTH ENDED MARCH 31, 2014

TO THE DIRECTOR OF FINANCE:

GENERAL STATEMENT OF ACCOUNTABILITY OF THE CITY TREASURER OF THE CITY OF ROANOKE, VIRGINIA
FOR THE FUNDS OF SAID CITY FOR THE MONTH ENDED MARCH 31, 2014

| | BALANCE AT | | | BALANCE AT | BALANCE AT |
|--------------------|-------------------|-----------------|-----------------|------------------|------------------|
| | FEBRUARY 28, 2014 | RECEIPTS | DISBURSEMENTS | MARCH 31, 2014 | MARCH 31, 2013 |
| CONSOLIDATED FUNDS | \$ 38,531,358.26 | \$58,656,489.32 | \$23,991,443.27 | \$ 73,196,404.31 | \$ 73,048,666.59 |

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE STATEMENT OF MY ACCOUNTABILITY
TO THE CITY OF ROANOKE, VIRGINIA, FOR THE FUNDS OF THE VARIOUS ACCOUNTS THEREOF
FOR THE MONTH ENDING MARCH 31, 2014 THAT SAID FOREGOING:

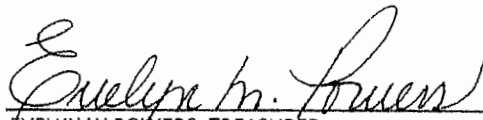
CASH

| | |
|--------------------------|--------------|
| CASH IN HAND | \$23,744.80 |
| CASH IN WELLS FARGO BANK | 8,447,308.04 |
| CASH IN VALLEY BANK | 2,950.28 |

INVESTMENTS:

| | |
|--|-------------------------|
| LOCAL GOVERNMENT INVESTMENT POOL | 20,261,857.12 |
| CERTIFICATES OF DEPOSIT | 3,013,997.88 |
| VIRGINIA SNAP PROGRAM (U. S. SECURITIES) | 1,000,000.00 |
| VIRGINIA SNAP PROGRAM (U. S. SECURITIES) | 15,353,325.42 |
| VALLEY BANK MONEY MARKET | 20,093,206.47 |
| VIRGINIA INVESTMENT POOL | 5,000,014.30 |
| TOTAL | <u>\$ 73,196,404.31</u> |

April 22, 2014


EVELYN W POWERS, TREASURER

**CITY OF ROANOKE PENSION PLAN
STATEMENT OF CHANGES IN PLAN NET POSITION
FOR THE NINE MONTHS ENDED MARCH, 2014
(UNAUDITED)**

| | <u>FY 2014</u> | <u>FY 2013</u> |
|--|------------------------------|------------------------------|
| <u>Additions</u> | | |
| Employer Contributions | \$ 9,597,357 | \$ 8,097,042 |
| Investment Income | | |
| Net Appreciation in Fair Value of Investments | 47,778,154 | 39,844,931 |
| Interest and Dividend Income | 8,427,422 | 5,075,438 |
| Total Investment Gain | 56,205,576 | 44,920,369 |
| Less Investment Expense | 690,425 | 615,344 |
| Net Investment Gain | 55,515,151 | 44,305,025 |
| Total Additions | <u>\$ 65,112,508</u> | <u>\$ 52,402,067</u> |
| <u>Deductions</u> | | |
| Benefits Paid to Participants | \$ 23,651,245 | \$ 22,833,920 |
| Administrative Expenses | 437,781 | 319,787 |
| Total Deductions | 24,089,026 | 23,153,707 |
| Net Increase | 41,023,482 | 29,248,360 |
| Plan Net Position Available for Benefits: | | |
| Fund Balance July 1 | 347,126,105 | 320,545,500 |
| Fund Balance March 31 | <u>\$ 388,149,587</u> | <u>\$ 349,793,860</u> |

**CITY OF ROANOKE PENSION PLAN
STATEMENT OF PLAN NET POSITION
March 31, 2014
(UNAUDITED)**

| | <u>FY 2014</u> | <u>FY 2013</u> |
|---|------------------------------|------------------------------|
| <u>Assets</u> | | |
| Cash | \$ 1,353,670 | \$ 1,112,683 |
| Investments, at Fair Value | 389,427,849 | 351,244,073 |
| Accounts Receivable | - | - |
| Due from Other Funds | <u>186</u> | <u>159</u> |
| Total Assets | <u>\$ 390,781,705</u> | <u>\$ 352,356,915</u> |
| <u>Liabilities and Net Assets</u> | | |
| Liabilities: | | |
| Due to Other Funds | \$ 2,631,930 | \$ 2,562,984 |
| Accounts Payable | <u>188</u> | <u>71</u> |
| Total Liabilities | <u>2,632,118</u> | <u>2,563,055</u> |
| Plan Net Position Available for Benefits | <u>\$ 388,149,587</u> | <u>\$ 349,793,860</u> |

10. a.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION appointing _____ and _____, as School Board Trustees of the Roanoke City School Board for terms commencing July 1, 2014, and ending June 30, 2017.

WHEREAS, pursuant to Section 9-24, Code of the City of Roanoke (1979), as amended, a public hearing was held on April 21, 2014, relating to the appointment of School Board Trustees; and

WHEREAS, this Council is desirous of appointing _____ and _____, to fill the vacancies on the Roanoke City School Board.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. _____ and _____, are hereby appointed as School Board Trustees of the Roanoke City School Board for terms commencing July 1, 2014, and ending June 30, 2017.
2. The City Clerk is directed to transmit an attested copy of this resolution to the Clerk of Roanoke City School Board, and to _____ and _____.

ATTEST:

City Clerk.